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ABSTRACT

This user's guide to the "Documents on Documents Collection," describes some 387 documents gathered in the 1973-1979 time frame. The collection gathers together documents produced by the various state document distribution centers (usually the state library), for use by administrators of depository programs, state employees, documents librarians, and government planners and researchers. The guide and collection, when used together, are intended to help increase the use of state government publications. The guide has two major sections: the first arranges the items by state and then by category, and the second arranges the same entries first by broad category and then by state. The categories include: (1) bibliographies of bibliographies and reference tools; (2) letters of transmittal and commentaries; (3) depository contracts; (4) forms and form letters; (5) labels; (6) legislation and legal materials; (7) mailing lists, lists of depository libraries, and lists of advisory councils; (8) manuals; (9) procedural guidelines; (10) promotional materials; (11) selection lists and basic or core lists; (12) shipping lists; and (13) studies, surveys, workshops, and miscellaneous. Definitions and cross-references are provided for each category. A history of the collection and an index to the individual authors and distinctive titles complete the guide. (Author/THC)

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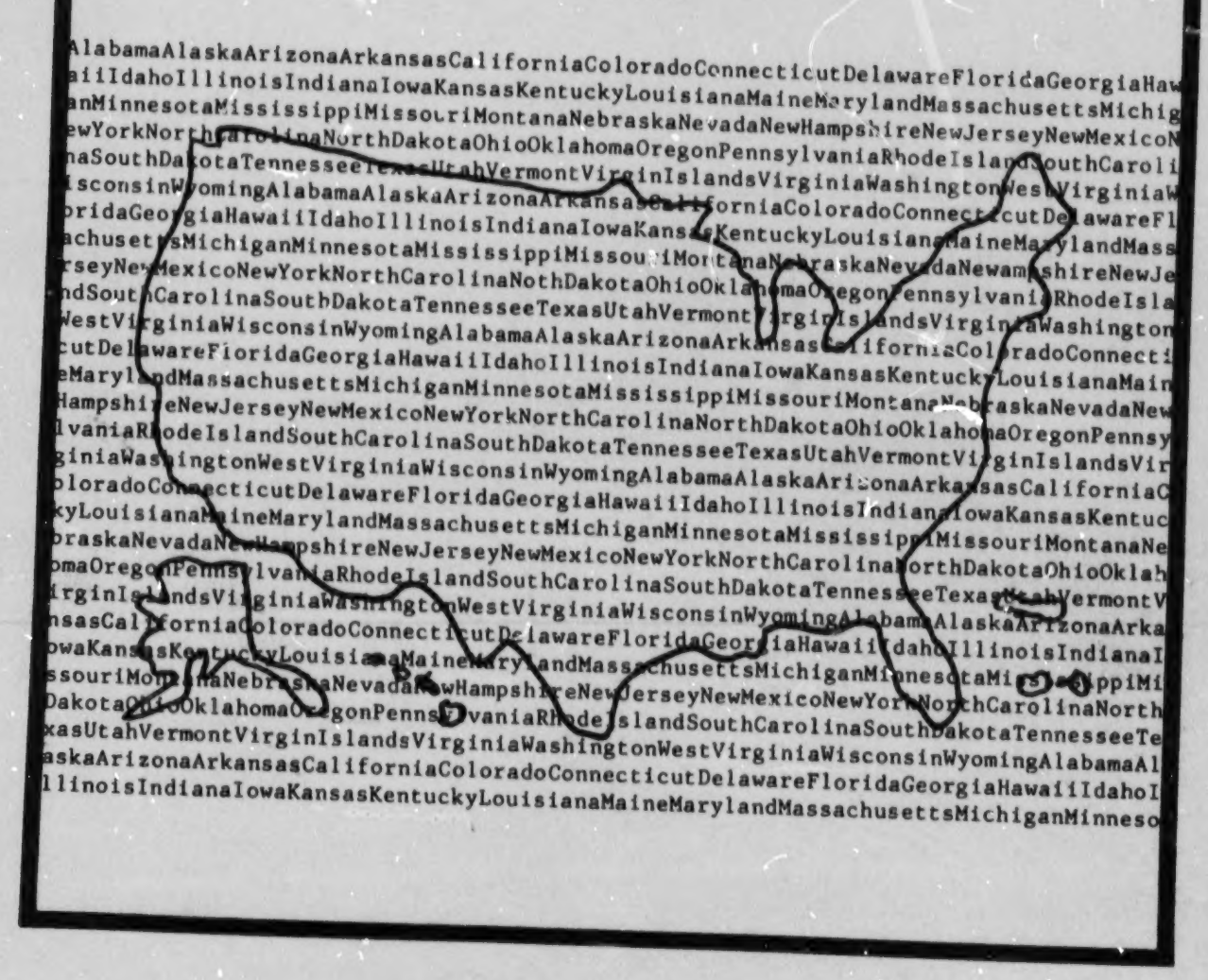
A GUIDE TO THE DOCUMENTS ON DOCUMENTS COLLECTION 1973 - 1979



STATE AND LOCAL DOCUMENTS TASK FORCE
GOVERNMENT DOCUMENTS ROUND TABLE
AMERICAN LIBRARY ASSOCIATION

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A GUIDE TO
THE DOCUMENTS ON DOCUMENTS COLLECTION
1973 - 1979

Compiled by Margaret T. Lane

FOR THE
STATE AND LOCAL DOCUMENTS TASK FORCE
GOVERNMENT DOCUMENTS ROUND TABLE
AMERICAN LIBRARY ASSOCIATION

1984

IR052817

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PREFACE

COSLA (Chief Officers of State Library Agencies) has long supported the work of the American Library Association Government Documents Round Table, State and Local Documents Task Force. The approval of the guidelines promulgated by the Task Force on state servicing of state documents, checklists, inputting state documents into data bases, legislation and distribution center activities is a recent example of COSLA interest and support. The work of the Task Force in reporting on state documents programs had the cooperation of many state library agencies. The close cooperation of the Task Force and state library agencies has been mutually stimulating and has resulted in a steady improvement of service for the valuable but underutilized publications of state governments.

The State and Local Documents Task Force has long had a special interest in state depository programs. In 1973 the Task Force first collected materials related to these state programs -- mainly from state library agencies. The background data for beginning and maintaining state programs that have been collected and organized by the Task Force have been used by many state agencies for initiating and analyzing operations. Use of the collection has enabled many states to learn from experiences of other states, to save time and effort by using appropriate forms and form letters of other states, and to avoid the mistakes of others who have had to alter and adjust their programs. Examination of the collection provides a broad understanding of the components and procedures required to sustain an efficient state depository program.

COSLA recognizes the extraordinary effort required on the part of the Task Force to maintain, organize and activate this important collection of state depository informational materials. The Documents on Documents Collection and the Guide will be a highly used and invaluable resource for every state as well as for documents librarians, government planners and researchers. Margaret Lane's decade long commitment to this project and discerning attention to day-to-day operations as well as to the national implications for state depository development deserve many accolades. Mrs. Lane has had the sustained support of many fine committee members and chairs but it has been her vision of the fifty states' need to consolidate and codify operations that has seen this project to this stage of development.

COSLA is happy to endorse the use of the Documents on Documents collection and Guide by all state library agencies. The Louisiana State Library, its State Librarian, Tom Jaques, and current Recorder

of Documents, Grace G. Moore are also to be commended for their support and contributions in disseminating the ongoing collection and Guide in hard copy.

The Documents on Documents collection and Guide bring state library depository program development to a new and exciting plateau. Armed with these tools the state library agencies are equipped to bring a clearer order to the publications of state government. COSLA supports this advocacy stance.

--Bob Clark, Chairman
COSLA and Director
Oklahoma Department of Libraries

INTRODUCTION

The Documents on Documents collection was one of the first projects of the State and Local Documents Task Force of the Government Documents Round Table of the American Library Association. It is now ten years old. This collection originated when an energetic group of state documents librarians agreed to assume responsibility for the collection of materials relating to state documents distribution programs in all the states. Each of the eight committee members agreed to collect from a designated group of states. The first committee to solicit materials for the collection was:

Margaret T. Lane (Chairman), Louisiana Secretary of State's Office, Baton Rouge, LA
Alice Alderman, State Historical Society of Wisconsin, Madison, WI
Jaia Heymann, Drew University, Madison, NJ
V. Lloyd Jameson, Boston Public Library, Boston, MA
Beverly Railsback, New Jersey State Library, Trenton, NJ
Earl Shumaker, Western Kentucky University, Bowling Green, KY
Meryl Wold, Missouri State Library, Jefferson City, MO
Virginia C. Vocelli, Connecticut State Library, Hartford, CT

As originally planned, the collection was to consist of all the printed (or otherwise reproduced) materials generated to conduct a state depository program for state publications. The items requested in the first letter were:

(1) Legislation establisning your state documents distribution or depository program.

(2) Rules and regulations established pursuant to this legislation.

(3) Informational brochures prepared to secure passage of legislation, to explain the program to state agencies, and to publicize documents in the libraries in the state.

(4) Manuals, either for the use of the administrator of the program (which might be an excerpt from your library staff manual) or manuals prepared for the depository libraries.

(5) Selection lists, address labels, designation of depository library forms and other forms which depository libraries might receive.

(6) Self-addressed labels, "thank you's" to state agencies, report forms for state agencies, etc.

(7) Shipping lists (sample only), "basic" lists, disposal instruction lists, etc.

(8) Questionnaires on state documents problems and their tabulation.

(9) A brief commentary on your state's depository legislation indicating strengths, weaknesses, proposed amendments, etc.

History of the Collection

The initial response to the request letters was encouraging, and the returns were made almost complete for all the states by follow-up requests in 1974. The second major solicitation for material was made in 1976 and the most recent request in 1980.

Lists of the items collected in the early years were published in Documents to the People, the official publication of the ALA Government Documents Round Table:

Original list, dated September 1974 - DttP, 3, no. 2 (Nov. 1974) 23-26
Supplementary list dated May 1975 - DttP, 3, no. 6 (Sept. 1975) 44
2d supplement, covering May 1975/June 1977 - DttP, 5 (Sept. 1977) 206-208

These lists were prepared by Violet Menoher, University of California at Santa Barbara; Barbara Nelson, Council of State Governments; and Margaret T. Lane, Louisiana Recorder of Documents. No lists were prepared for the items that were forwarded after 1977.

The collection was housed at the Council of State Governments Library, Lexington, Kentucky, from 1974 to 1975, with Barbara Nelson in charge. Brenda Shelton Olds, Texas Legislative Reference Library, handled the collection from 1976 to 1979, when it was transferred to the Texas State Library. The collection remained at that library, under the sucessive administrations of Dale Propp and Kate Adams, until 1980. Grace Moore, Louisiana State Library, has had the care of the collection since 1980.

The stated goal of the committee in assembling the Documents on Documents Collection was to make information on state documents programs more easily and more widely available. Records of the borrowing of the collection illustrate the probable uses to which it has been put. Records for 73 different transactions were located in the

committee files. This is probably incomplete because no records at all were found for 1979. The records show:

1973 - 1	1977 - 12	1981 - 8
1974 - 15	1978 - 7	1982 - 2
1975 - 13	1979 - ?	1983 - 4
1976 - 9	1980 - 3	

The number of different states that have borrowed the collection is 37, with over half of these having borrowed more than once. Seven individuals requested a set more than once. Addresses to which the sets were sent were: 27 state library agencies, 30 academic libraries, 4 public libraries, and 12 miscellaneous. There were two borrowings by commercial firms and two by state agencies unrelated to libraries.

Reorganization of the Collection

In 1980 a committee was appointed by the coordinator of the State and Local Documents Task Force to make recommendations concerning the collection. Terry Weech served as chairman. His committee, all recruited from libraries in Urbana, Illinois so that they could conveniently examine the material, was:

Terry Weech (Chairman), University of Illinois Graduate School of Library and Information Science
Jean Brown, Urbana Public Library
Kathleen Heim, University of Illinois Graduate School of Library and Information Science
Nancy Johnson, University of Illinois Law Library
Paula Watson, University of Illinois Library

At the time the committee began its work, the five different sets in the collection had become co-mingled and it is not clear which set the committee had or whether the committee had a full set. The Weech committee produced a detailed outline of categories for rearranging the collection, which was adopted by the Task Force at the annual meeting in 1981.

Following Terry Weech's term, Paula Watson assumed the chairmanship of the committee, which retained the same membership. Her committee prepared procedure notes and cost estimates for reproducing the collection in microfiche. Contents lists were made for four states and a sample fiche was produced for one state, Illinois.

The next chairman of the Documents on Documents Reorganization Committee was Margaret T. Lane, who had chaired the committee that

initiated the collection in 1973. The members of the committee, who are still serving at the time of this report, are:

Margaret T. Lane (Chairman), Task Force member
Lynda Davis, Maryland Legislative Reference Library
Grace G. Moore, Louisiana State Library

During 1982/83 the committee searched for a publishing source for the collection. At the Task Force midwinter meeting in 1983, Lane reported that ERIC (Educational Resources Information Center) was interested in making the collection available on fiche. Advantages of submitting the collection to ERIC include the wide distribution the collection would have to the over 700 subscribers to ERIC who would automatically receive it, indexing in Resources in Education, and availability for purchase.

Scope of the Microfiche Collection

Intensive work reorganizing the entire collection began in August 1983. As the work progressed, several decisions were made. First, it was determined that because most of the current material was received in response to the 1980 request, a 1979 cut-off date for the microfiche would be appropriate. The break between the microfiche collection and the current collection is based on the date the items were received by the custodian of the collection.

Another major decision was two-fold, relating to both laws and checklists. Weech's reorganization committee had concluded that laws and checklists were of primary value as current examples. The committee also thought that the danger of having out-of-date statutes in the collection and the bulk of the checklists would suggest that these two types of publications be excluded from the permanent collection. With reference to the laws, the committee reversed itself at a later meeting, feeling that having access to the history of the development of the laws regarding state documents outweighed the dangers of users assuming that the laws in the collection reflected current legal status. The current reorganization committee, faced with the same questions, decided to omit all laws that were reproduced from codes or revised statutes and also the checklists.

The reproductions of statutory sections from the codes and statute volumes were not always clearly identified and were impossible to cite without considerable research. The sections that were relevant were not marked in most instances, and in addition, many of the reproductions were poor.

Another consideration was that the codal and statutory provisions, although themselves not subject to copyright, were probably

reproduced from copyrighted volumes. The committee was advised, in an informal opinion from a copyright expert, that courtesy required a release from the copyright holder in each instance. This, also, would have been a difficult task, requiring identification of the volumes from which the copies were made.

Margaret Lane's State Publications and Depository Libraries[1] includes the statutory sections creating depository systems for all states that had such provisions in 1980. This is an up-to-date source for the laws and serves as a substitute for the materials that were in the Documents on Documents Collection in 1973 and 1974. If all the provisions for state documents measures in a state are sought (some of the submissions to the Documents on Documents Collection were more extensive than those included in Lane's work), American Library Laws[2] is recommended. Ron Hazelhuhn's list (Prelim. 4 in the collection) gives citations to American Library Laws, 4th ed., and by notes, "have copy," indicates what was in the collection when he examined it.

Statutory provisions prepared as a separate publication, California and Louisiana being examples, or reproduced as part of a manual, are included. Such items when published as separates or as part of another work have a dated appearance that somehow implies that they are not necessarily current. Proposed legislation drafted by library groups, bills, and session laws are all included. The bills and session laws are particularly interesting to students of this type of legislation because in some states new material is differentiated from the old by typographical devices (underlining, bracketing, and the like), thus making it easy to see the amendments and deletions.

The decision that checklists would not be included in the microfiche collection follows the thinking of the Weech and Watson committees and further recognizes that the collecting of checklists was not part of the original Documents on Documents project. Although the earlier reorganization committees recommended that only selected pages from the checklists be included, even this proved too onerous when the task of preparing all the materials for filming was undertaken. Most libraries that have a serious interest in state documents are already collecting the state checklists.

Brenda Olds, who was responsible for the collection at the time the first request for checklists was made, did not circulate the checklists with the other materials. She prepared a composite compilation of the preliminary pages and selected sample pages of each checklist. This small compilation, apparently from checklists published in 1975 and 1976, is available on interlibrary loan from the custodian of the current Documents on Documents Collection.

Lists identified as shipping lists are included because these are prepared for a limited audience: the depository libraries with-

in a state. Checklists like those included in Barbara Nelson's "Current checklists of state publications" (Prelim. 8) have been excluded. This selection criterion may exclude some shipping lists, but only those that have an out-of-state distribution.

Arrangement of the Guide

This guide to the microfiche collection is the first item on the microfiche of the 1973-1979 collection. The guide has also been issued in a paper edition for consultation while using the fiche.

The guide has two major sections. The state section arranges the items in the collection by state and then by category. The topical section arranges the same entries first by category and then by state. There are eight preliminary items (designated "Prelim.") pertaining to all fifty states and three regional items (designated "Region.") from workshops held for a small group of states. These preliminary and regional items are referred to in the topical section, but are not listed individually.

The state section lists the items in the order in which they appear on the microfiche. The quantity of material for each state is obvious, although it is not necessarily indicative of the quality of the program being administered. What is considered necessary for the administration of a fully developed program is illustrated by the materials submitted by some of the states. Moreover, the listing by state is helpful to the state submitting materials because it serves as an inventory of what has been sent, thus enabling each state to keep its submissions up to date. This approach is consistent with archival and corporate entry tradition.

The rearrangement of the entries in Section 2 is by broad topics. The categories represent the different formats in which the information appears: letters, legislation, contracts, forms, labels, lists, and so on. The placement of an item in one category rather than another is a matter of editorial judgment. For this reason, cross-references are given to other items in the collection with similar information. For example, contracts that are reproduced in manuals are noted under the heading, Contracts. For the user searching for special kinds of information, this section of the guide provides a more direct approach to the collection than the state section.

Contents of the Microfiche Collection

In the state section, the number of items in the collection is:

Alabama	2	Louisiana	17*	Ohio	7
Alaska	3	Maine	2	Oklahoma	16
Arizona	14	Maryland	1	Oregon	4
Arkansas	0	Massachusetts	1	Pennsylvania	7
California	13	Michigan	5	Rhode Island	8
Colorado	2	Minnesota	8	South Carolina	7
Connecticut	15	Mississippi	9*	South Dakota	7
Delaware	0	Missouri	18	Tennessee	1
Florida	10	Montana	13	Texas	22
Georgia	3	Nebraska	19	Utah	7
Hawaii	1	Nevada	6	Vermont	3
Idaho	3	New Hampshire	4	Virginia	2
Illinois	16	New Jersey	11	Washington	5
Indiana	7	New Mexico	43*	West Virginia	1
Iowa	7*	New York	14	Wisconsin	11
Kansas	5	North Carolina	8*	Wyoming	1
Kentucky	6	North Dakota	3		
					387

The asterisk (*) indicates that entries include an item number that has more than one piece and for which a contents list is given. For example, the Iowa materials prepared during the time legislation was being planned were submitted at one time and were assigned a single item number, IA:F1.

The contents of the collection described by category is as uneven as the itemization by state. Few states have bibliographical listings of the documents lists of the state or of the documents reference tools (Topic A). On the other hand, most of the states have some letters relative to the collection (Topic B). These letters and commentaries are included for completeness and preservation because the reorganization committee intends to rely solely on the microfiche in the future. For some states (NJ:B1 is an example) a commentary was written specifically for inclusion in the collection.

Depository contracts and agreements (Topic C) are the basic, preliminary instruments of a depository program. This is an area in which considerable copying is noticeable.

Forms and form letters (Topic D) range from the initial letters used to acquaint state agencies with the program, through claim letters, to thank you's. Some forms are directed to state agencies and some to depository libraries. Others are recommended forms for use by depository libraries.

Labels (Topic E) are also for use by the distribution center with both state agencies and depository libraries. For state agencies, the distribution center supplies self-addressed labels and for depository libraries, a special label to indicate that the materials enclosed must be handled as a depository shipment.

The category titled Legislation and legal material (Topic F) is a broad one. The decision mentioned earlier, not to include statutory material reproduced from codes, still leaves numerous entries. Bill drafts, bills, session laws, packets and studies relating to legislation, attorney general opinions, rules and regulations are all included here. Because this guide will probably be used only as a key to the microfiche collection, the entries are not in standard citation form. Other legal items will be found in the manuals and in miscellaneous studies, and are noted in the cross-references.

Mailing lists (Topic G) are indicative of the types of libraries in a depository system, or the geographical distribution of the checklist. The New Mexico list of members of the depository library council is included here.

Topic H (Manuals) is closely related to Topic I (Procedural guidelines). Both topics provide instructions for either state agencies or depository libraries or a combination of the two. In addition, some manuals describe procedures within the state library agency. The division between the two topics is by number of pages and variety of topics treated, with manuals usually being ten pages or more and covering several procedures.

Promotional materials (Topic J) include brochures and folders. The messages may be addressed to state agencies, depository libraries, or the general public. The poster, "Ode to government publications," (NM:J) is an amusing variation.

Selection lists (Topic K) differ from shipping lists (Topic L) in that they are to be checked and returned. The selection lists determine the needs of partial depositories when the law provides for that type of depository status. Some selection lists are prepared for exchange libraries. Shipping lists, on the other hand, are like invoices, recording the contents of the depository shipments. Shipping lists sometimes have a wider distribution than the depository libraries and serve as a general checklist for the state.

The final category, Studies, surveys and workshops (Topic M), also includes any miscellaneous items that do not fit elsewhere. This section is recommended for browsing. Also recommended for browsing is the page preceding the state section, listing the preliminary and the regional materials.

An index to the topics used in section 2 and to the individual authors and distinctive titles found in the list completes the guide.

Individual Entries

The entries are keyed by the two-letter U.S. postal abbreviations, followed by a letter designating one of the thirteen categories used in the lists published in Documents to the People. The first item in a category carries the appropriate letter (for example, C stands for Contracts) and any additional items in the same category are numbered sequentially; thus, C1 is the second item in the Contracts category.

Example - LA:C1 This item is from Louisiana, the category is Contracts, and this is the second contract.

Most of the items in the collection are issued by the state library agency of the state. This is true because the collection is primarily the publications of the state distribution center, which in most states is located in the state library. (Louisiana and Mississippi were exceptions when the distribution programs began in those states. The distribution and listing of documents was administered in the office of the secretary of state in those states and was not conducted in a library.) Thus, it was decided to list the publications without identifying the issuing agency. Occasionally there is a publication issued by a state library association committee, or a university library, and for these, the issuing agency is sometimes given.

Because there are numerous letters and forms in the collection, for which bibliographic entries are not appropriate, the committee decided to make the entries descriptive, using titles for the items easily identifiable by title. Supplied titles are not bracketed and no indication of words added to an entry is given. For correspondence, most of which is in category B, the item descriptions do not indicate the recipient; in most instances, the letter or note is addressed to a Committee of Eight member. Letters requesting contributions for the collection are referred to as "Request" letters and are included if they were returned with notations.

In an effort to indicate the date a publication was prepared or was current, a received date is given for all publications that lack a date on the piece. Pagination is part of the entry as an indication of the number of frames on the microfiche.

The Current Collection, 1980 on

The user of the microfiche collection must survey the current Documents on Documents Collection for supplementary data. The division

between the microfiche collection and the post-1980 collection is arbitrary and based solely on the date the materials were received. A call requesting new materials was sent to all the states in the summer of 1980, asking that new items be sent to Grace Moore, the new custodian. She received materials from over thirty states. This current collection, which is circulated as paper copies, is being kept up-to-date and additions are incorporated as they arrive. The list of the contents, as of January 1984 will be published. The availability of the 1980-to-date guide will be announced in Documents to the People. The collection itself is available on interlibrary loan from

Grace G. Moore, Recorder of Documents
Louisiana State Library
P. O. Box 131
Baton Rouge, Louisiana 70821

Acknowledgments

The Documents on Documents Collection is a committee project. Those who have worked on the assembling of the collection, the management of it, the listing of the contents, and the preparation of this guide have been listed. Mention should be made of the continuing interest of Kathleen Heim, a onetime committee member who followed the progress of this guide through to completion and provided counsel at strategic times. One whose contribution has not been acknowledged is Barbara Kile, a past chairman of GODORT, who arranged for the final typing of this guide. Marilyn K. Moody, a Task Force member, prepared the targets for the microfiche collection. Joyce Baker and Diane Rielinger typed and ran the lists through the computer several times. Marjorie Morgan helped with sorting of the documents, with proofreading and with sound advice on problems. We thank them all.

Those using the collection can further the development of the collection by suggesting or contributing new items for addition to the collection. Although it is usually the state library agency which has appropriate materials, any background information relating to state documents depositories can be added to the collection. It is the hope of the reorganization committee that the Documents on Documents Collection will reach a wider audience in its new format and will continue to provide guidance for state documents librarians.

Lynda Davis,
Grace G. Moore,
Margaret T. Lane (Chairman)
Committee on Reorganization of the
Documents on Documents Collection
State & Local Documents Task Force
Government Documents Round Table
American Library Association

References

1. Margaret T. Lane, State Publications and Depository Libraries: A Reference Handbook. (Westport, Conn.: Greenwood Press, 1981).

2. American Library Laws, 4th ed. (Chicago: American Library Association, 1973).

PRELIMINARY MATERIALS

The preliminary materials relate to the collection as a whole or to all the states. Prelim. 5 and Prelim. 6 are the background for the first ALA guideline, drafted by the State and Local Documents Task Force. Prelim. 7 is a fifty-state survey compiled by Carolyn Kohler, University of Iowa, during the consideration of new legislation in that state.

Prelim. 1 - Memo to users of Documents on Documents Collection, October 10, 1974. 2 p.

Prelim. 2 - Chart showing contents of Documents on Documents Collection. October 10, 1974. 2 p.

Prelim. 3 - Listing of contents of Documents on Documents Collection. From Documents to the People, v. 3, no. 2 (Nov. 1974) 23-26; v. 3, no. 6 (Sept. 1975) 44; v. 5, no. 5 (Sept. 1977) 206-208. 8 p.

Prelim. 4 - Laws affecting distribution of public documents, by Ron Raselhuhn. 1974?

Prelim. 5 - Questionnaire: State servicing of state documents. 1973? 6 p.

Prelim. 6 - Summary of responses: Questionnaire, state servicing of state documents. 1973? 3 p.

Prelim. 7 - Survey of state publication depository programs, by Carolyn W. Kohler. Revised August 1973. 7 p.

Prelim. 8 - Current checklists of state publications. Revised October 1974. 5 p.

REGIONAL MATERIALS

Region. 1 - Workshop on State Documents in New England, April 23, 1976. Tentative schedule, list of topics, registration blank, cover sheet. 3 p. Selected state agencies in New England which publish and distribute maps. 2 p.

Region. 2 - Guidelines for state documents presentation at MPLA. 1975. 2 p.

Region. 3 - The state of state documents: past, present, future. SWLA-MPLA, November 1976. 46 p.

SECTION 1 -- THE STATES

Key for State Abbreviations

Alabama	AL	Louisiana	LA	Ohio	OH
Alaska	AK	Maine	ME	Oklahoma	OK
Arizona	AZ	Maryland	MD	Oregon	OR
Arkansas	AR	Massachusetts	MA	Pennsylvania	PA
California	CA	Michigan	MI	Rhode Island	RI
Colorado	CO	Minnesota	MN	South Carolina	SC
Connecticut	CT	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Hawaii	HI	Nevada	NV	Vermont	VT
Idaho	ID	New Hampshire	NH	Virginia	VA
Illinois	IL	New Jersey	NJ	Washington	WA
Indiana	IN	New Mexico	NM	West Virginia	WV
Iowa	IA	New York	NY	Wisconsin	WI
Kansas	KS	North Carolina	NC	Wyoming	WY
Kentucky	KY	North Dakota	ND		

ALABAMA

AL:B - Letter from Milo B. Howard, Jr., Alabama Department of Archives and History, re committee request. April 9, 1973. 1 p.

AL:B1 - Letter from Milo B. Howard, Jr. to Albert Halcli, Illinois State Library, outlining status of state documents distribution. April 9, 1973. 2 p.

ALASKA

AK:B - Letter from Catherine Van Doren, Division of State Libraries, on state depository legislation. April 18, 1973. 2 p.

AK:C - Depository library contract. Received 1973. 2 p.

AK:J - It's the law. April 1972. Folder.

ARIZONA

AZ:B - Letter from Mary L. Brickey, Arizona Department of Library and Archives, responding to committee request. January 12, 1973. 1 p.

AZ:B1 - Note re no further material. June 15, 1973. 1 p.

AZ:B2 - Notes re submission of materials. July 6 & 19, 1976. 1 p.

AZ:B3 - Request letter of June 11, 1976, with notes. 1 p.

AZ:D - Packing slip to be returned upon receipt of material (lists 6 kinds of publications). Received 1973. 1 p.

AZ:D1 - Packing slip to be returned upon receipt of material (lists 4 items). Received 1976. 1 p.

AZ:D2 - Request form for use with state offices. Received 1976. 1 p.

AZ:G - Libraries currently receiving quarterly checklist. Received 1973. 1 p.

AZ:I - Procedure for obtaining Arizona state publications. Received 1973. 2 p.

AZ:I1 - State agencies NOT REQUIRED to submit annual reports. Received 1973. 1 p.

AZ:I2 - Library, Archives and Public Records Division proposes the following services to other libraries...April 30, 1974. 1 p.

AZ:K - Selection list; consignment #207. May 1, 1972. 1 p.

AZ:M - State documents; recommendations. Received 1973. 3 p.

AZ:M1 - Government publications, awareness is the key: Proceedings of a workshop. Flagstaff, Arizona, July 7-8, 1972. Editor, Jane A. Julien. 15 p.

ARKANSAS

Legislation and checklist only, thus nothing included.

CALIFORNIA (cont.)

CA:J - Services to libraries; interlibrary loan, reference, consultant. Government Publications Section, California State Library. Received 1973. Folder.

CA:M - Library Distribution Act: Procedures and definitions (MP-698) Department of General Services. 1973. 11 p., exhibits.

CA:M1 - Letter from Linda Kennedy, University of California, Davis, transmitting report, "The crisis...", May 14, 1974. 1 p.

CA:M2 - The crisis in the California state documents distribution system, by Linda Kennedy and Rosita Lo Russo. Received 1974. 13 p.

CA:M3 - California legislative publications, charts. 3rd ed. rev. by Richard H. Nicoles and Mary E. Schell. 1976. 24 p. (GPS publication 3).

COLORADO

CO:B - Letter from Esther B. Snyder, Colorado State Library, re sending of materials. June 6, 1973. 1 p.

CO:F - Proposed Colorado law. Received 1973. 2 p.

CONNECTICUT

CT:B - Statement concerning Connecticut's depository program, from Virginia Vocelli, Connecticut State Library. June 18, 1973. 1 p.

CT:B1 - Letter from Betsy Berry, Connecticut State Library, re sending of materials. March 29, 1979. 1 p.

CT:C - Application to become a depository. Received 1979. 1 p.

CT:C1 - State documents depository contract. Received 1979. 1 p.

CT:D - Form letter to state agencies on sending publications pursuant to the new law. Received 1979. 2 p.

CT:D1 - Form for requesting publications. Received 1979. 1 p.

CT:D2 - To: Agency representatives requesting information on names, prices, distribution restrictions, etc. 1978. 1 p.

CONNECTICUT (cont.)

CT:D3 - Transmittal form to accompany copies of publications deposited with the state library. Received 1979. 1 p.

CT:F - Public Act no. 77-561: An act concerning a permanent depository for state publications. (Substitute Senate Bill No. 199) 1977. 2 p.

CT:I - A definition of "state government publication". Received 1979. 1 p.

CT:I1 - Criteria for selection of depository libraries. Received 1979. 1 p.

CT:I2 - Retention and disposal of documents. Received 1979. 1 p.

CT:J - Legislative reference services. 1973. Folder.

CT:K - List of items of Connecticut state publications available for selection by depository libraries. Received 1979. 5 p.

CT:L - Connecticut state documents shipping list, February 13, 1979, number 8, page 3. 1 p.

DELAWARE

No items submitted within the time span covered here.

FLORIDA

FL:B - Letter from Earl Shumaker, Western Kentucky University, about forwarding of Florida materials. April 6, 1973. 1 p.

FL:B1 - Note from Patty Paul, State Library of Florida, reporting no change in program. June 16, 1976. 1 p.

FL:C - Application and agreement for designation as a depository for state publications. February 1968. 1 p.

FL:E - Mailing label used for depository shipments. Received 1973. 1 label.

FL:G - State of Florida, depository libraries. Received 1973. 1 p.

FLORIDA (cont.)

FL:I - Guidel[illegible]ed for designation of libraries as depositories of state publications. Received 1973. 1 p.

FL:I1 - Florida public documents depository program. Received 1973. 1 p. (A five paragraph narrative about the program).

FL:I2 - Instructions for weeding state documents depository collections. Received 1973. 1 p.

FL:I3 - To: All agencies; Re: The definition of public documents, February 20, 1968. 1 p.

FL:I4 - To: All Depository libraries; Re: Maintenance and disposition of documents, February 20, 1968. 1 p.

GEORGIA

GA:B - Letter from Elaine Poliakoff, Georgia State Library, sending publications. April 6, 1973. 1 p.

GA:K - Exchange selection list, October-December 1976. 2 p.

HAWAII

HI:H - To: Director, Hawaii State Library; Director Public Libraries Branch; Director, School Library Services; Subject: Publications Distribution Center, July 23, 1969. 14 p.

IDAHO

ID:B - Letter from M. Gary Bettis, Idaho State Library, on depository program. April 16, 1973. 1 p.

ID:D - Form letter to state agencies on sending publications pursuant to new law. June 28, 1972. 1 p.

ID:F - Senate Bill No. 1334 by State Affairs Committee. 1972. 1 p.

ILLINOIS

IL:B - Request form of spring 1973, with notes. 1 p.

IL:D - Form letter to state agencies increasing number of copies of publications required from 25 to 40. August 11, 1972. 2 p.

IL:D1 - Form letter to state agencies enclosing revised regulations changing number of copies required for state universities and university press books. Received 1973. 2 p.

IL:D2 - Form letter to depository librarian enclosing a copy of the revised regulations. February 15, 1974. 1 p.

IL:D3 - Packing sheet. Received 1973. 1 p.

IL:D4 - Form letter acknowledging receipt of publications, requesting address correction. Received 1974. 1 p.

IL:D5 - Form letter requesting publication(s). Received 1974. 1 p.

IL:D6 - Card enclosed with material sent on request. Received 1974. 1 card.

IL:D7 - Questionnaire: Illinois state agencies issuing publications. 1971. 1 p.

IL:E - Self-addressed mailing label for use by agencies sending publications. Received 1973. 1 label.

IL:F - Rules and regulations for deposit of publications. October 4, 1972. 7 p.

IL:G - Addresses of libraries to which the Illinois State Library regularly sends all Illinois publications deposited with its documents branch as of November, 1971. 2 p.

IL:G1 - Addresses of libraries tc which the Illinois State Library regularly sends all Illinois publications deposited with its documents/serials branch. This list is current as of January, 1973. 2 p.

IL:I - Instructions to depository libraries for Illinois state documents. Issued August 1972 and revised February 1974. 3 p.

IL:M - A profile of Illinois libraries collecting state documents, based on an informational questionnaire for the Illinois State Documents Workshop, January 20-21, 1972, compiled by Marian Carroll. 9 p.

IL:M1 - Illinois State Library and Illinois Library Association, Workshop on State Documents, January 20-21, 1972. 4 p.

INDIANA

IN:B - Letter from Mary Golichowski, Indiana State Library, on new documents act. April 26, 1973. 1 p.

IN:B1 - Synopsis of "Documents Depository Act"; P. L. 27, 1973. Received 1976. 1 p.

IN:F - Engrossed House Bill No. 1368. 1973. 5 p.

IN:F1 - House Enrolled Act No. 1368, First regular session, 98th General Assembly, 1973. 3 p.

IN:F2 - Proposed Rule III, Regulations for Indiana document depository libraries. 1974. 2 p.

IN:F3 - Rule III, Regulations for Indiana document depository libraries, effective November 4, 1974. 3 p.

IN:J - Deposit your documents with the Indiana State Library and...watch interest grow! Received 1976. Folder.

IOWA

IA:B - Memo from Carolyn W. Kohler, University of Iowa Libraries, re collecting Iowa materials. January 16, 1973. 1 p.

IA:B1 - Request form of spring 1973, with notes. 1 p.

IA:B2 - Iowa's depository legislation. Received 1973. 1 p.

IA:F - Iowa state publications: a cost report. Supplement to proposed legislation for state depository libraries. Accompanied by transmittal note dated August 12, 1974. 15 p.

IA:F1 - (Packet as supplied to the Iowa Library Association and Legislative Committee, accompanied by transmittal note dated September 27, 1974) 12 pieces. Contents: (1) Transmittal note describing proposed steps to achieve passage of legislation. 1 p. (2) Proposed resolution from State Documents Distribution Committee Center for presentation at ILA Conference. 1 p. (3) A bill for an Act to establish a depository library center and to proscribe powers and duties. 4 p. (4) Rationale for a state document depository system. 5 p. (5) Estimated cost increases for agencies resulting from proposed depository legislation. 1 p. (6) Budget request; supplement to depository legislation. 1 p. (7) Excerpt from statutes, chapter 16, Superintendent of Printing. 3 p. (8) Excerpt from Administrative rules and regulations, section 17:33. 1 p. (9) Location of 45 state depositories. Map. (10) Iowa documents as reference tools: sample core collection. 3 p. (11) Minimum standards for state servicing of state documents, adopted by GODORT, RTSD, ASLA, to be presented to ALA Council Midwinter 1975. 1 p. (12) Preliminary survey proposed state documents depository system, with tabulated responses written in. 2 p.

IOWA (cont.)

IA:K - Notice of legal publications and price list now available. Received 1973. 1 p.

IA:M - Best solution maps and summary table of study locating Iowa depositories, accompanied by transmittal note dated June 26, 1974. 4 p.

KANSAS

KS:B - Commentary and request form of spring 1973. 1 p.

KS:D - House Bill No. 1046 becomes a law (requests publications and provides space to list them). Received 1973. Folder.

KS:D1 - Form letter advising on checklist. Received 1976. 1 p.

KS:F - Senate Bill no. 996, session of 1976. 2 p.

KS:F1 - Senate Bill No. 996, session of 1976, (as amended by House Committee of the Whole), with handwritten notes. 3 p.

KENTUCKY

KY:B - Letter from Howard T. Goodpaster, Division of Archives and Records, on present practices, including microfilming, and future plans. January 4, 1973. 1 p.

KY:B1 - Letter from Howard T. Goodpaster, Division of Archives and Records, about rules and regulations. December 11, 1973. 1 p.

KY:B2 - Letter from Lewis J. Bellardo, Division of Archives and Records, sending only items available. August 4, 1976. 1 p.

KY:F - Rules and regulations, State Archives and Records Commission. Received 1973. 5 p.

KY:F1 - Kentucky statutes and rules and regulations pertaining to Archives and Records Service. Received 1976. 25 p.

KY:M - Recommendations of the Records Management Advisory Committee to the State Archives and Records Commission. 1973. 1 p.

LOUISIANA

LA:A - Complete coverage of Louisiana documents through bibliographies and the depository library program. March 1973. 2 p.

LA:B - Louisiana depository library law; La. R. S. 25:121-124. A commentary on special features of the law and amendments which should be considered. Received 1973. 1 p.

LA:C - Designation of depository for public documents. 1948. 1 p.

LA:C1 - Designation as depository for public documents. 1976. 1 p.

LA:D - Double postcard for claiming. Received 1973. 1 piece.

LA:D1 - To: State departments, agencies, boards and commissions; Re: Recorder of Documents, acknowledging receipt of publications. Received 1973. 1 p.

LA:D2 - Semi-annual letter to state agencies requesting information on their publications, with form for listing. 1972. 2 p.

LA:E - Label used for depository shipments. Received 1973, revised version received 1976. 2 labels.

LA:E1 - Self-addressed label for use of agencies sending publications. Received 1973, revised version received 1976. 2 labels.

LA:F - Depositories for public documents; R.S. 1950, Title 25, §§121-124. Received 1973. 1 p.

LA:F1 - (Materials issued in connection with proposal for revision of the law). Received 1976. 6 pieces. Contents: (1) Tabulation of replies from libraries on proposed law. 1 p. (2) Proposal for a revision of the Louisiana documents distribution law, Louisiana Library Association Documents Committee, revised 1976. 4 p. (3) Louisiana documents distribution law: decision for revision. Folder. (4) A resolution of the Louisiana Library Association. 1 p. (5) Basic state publications: proposed list. 2 p. (6) Suggested regulations of the Recorder of state publications. 3 p.

LA:H - Distribution of documents to depositories, by Documents Committee, Louisiana Library Association. June 1972. 48 p.

LA:J - The case of the missing documents. Received 1973. Folder.

LOUISIANA (cont.)

LA:J1 - There's no end of valuable information available through the state documents in Louisiana depository libraries. Received 1973. Folder.

LA:J2 - Important service is provided by state documents depositories, by Rex Laney. Received 1973. 2 p.

LA:K - Selection list. June 1971. 3 p.

LA:M - Documents in Louisiana: people, places, publications, compiled by Documents Committee, Louisiana Library Association. 1975. iv, 72 p.

MAINE

ME:B - Letter from David L. Rabasca, Maine State Library, on handling of state documents in Maine. January 17, 1974. 1 p.

ME:H - Maine documents. Received 1974. 8 p.

MARYLAND

MD:B - Letter from Nelson J. Molter, State Library, on Maryland practices. March 29, 1973. 1 p.

MASSACHUSETTS

MA:B - Letter from V. Lloyd Jameson, Boston Public Library, on Massachusetts materials. January 22, 1973. 1 p.

MICHIGAN

MI:A - Bibliography of Michigan documents bibliographies. Received 1973. 1 p.

MI:B - Request form of spring 1973, with notes. Received 1973. 2 p.

MI:D - To all libraries on mailing list to receive state documents. June 19, 1970. 1 p.

MI:D1 - To: All depository libraries; Re: Depository status. Received 1973. 1 p.

MI:M - A workshop of state documents, May 29, 1975. 2 p.

MINNESOTA

MN:B - Letter from Shawn Duffy, Department of Education Library, explaining items being forwarded for the collection. July 31, 1974. 1 p.

MN:B1 - Legal documents responsibility. Received 1974. 3 p.

MN:F - To: All department heads; Subject: Publications sent to legislators (accompanied by) An act, H. F. 3571, chapter 456, 1974 session. 3 p.

MN:F1 - Bill for an act relating to facilitating the production and availability of state publications .... (accompanied by handwritten comment). Received 1976. 9 p.

MN:F2 - An act, 1976 session laws, H. F. No. 369, chapter no. 30. 1 p.

MN:F3 - An act, H. F. No. 369, chapter no. 30, with signatures and approval March 5, 1976. 3 p.

MN:G - Depository box list. Received 1974. 1 p.

MN:J - Memorandum to accompany distribution of catalog of publications by the Documents Section. July 1973. 2 p.

MISSISSIPPI

MS:C - Designation of depository for public documents. October 1966. 1 p.

MS:D - Double postcard for claiming. Received 1974. 1 piece.

MS:E - Label used for depository shipments and self-addressed label for use of agencies sending publications. Received 1974. 2 labels.

MS:H - State depository for public documents; handbook for state agencies and depository libraries, prepared by Gerald Buchanan. January 1978. 13 p.

MS:J - There's no end of valuable information available through the state documents in Mississippi's depository libraries. Received 1974. Folder.

MS:M - Mississippi government publications; a survey of depositories, by Willie Dee Gharst. From Mississippi Library News, March 1974, p. 16-17. 2 p.

MISSISSIPPI (cont.)

MS:M1 - (Workshop materials; accompanied by transmittal letter, November 16, 1977) 4 pieces. Contents: (1) Transmittal letter from Mary Chrestman, University of Mississippi, reporting on the workshop, dated November 16, 1977. 1 p. (2) Documents for libraries; a workshop on government publications of the United States of America and the State of Mississippi, October 28, 1977. 2 p. (3) Mississippi county data bank. June 1977. 2 p. (4) Suggestions for promoting greater user awareness of Mississippi documents. April 1978. 2 p.

MS:M2 - (Packet on organization of Mississippi GODORT.) 1978. 4 pieces. Contents: (1) Letter from Mary Chrestman, outlining steps to take in creating a Mississippi GODORT. 1 p. (2) Blank form for nominating GODORT officers. 1978. 1 p. (3) "New round table organized: MLA Board approves GODORT." From Mississippi Library News, March 1978, p. 41. 1 p. (4) "GODORT elects Officers," "GODORT meets in Birmingham." From Mississippi Library News, June 1978, p. 91. 1 p.

MS:M3 - "Computer/microfiche system for state documents," by Calvin S. Carson and Dennis E. Read. From Mississippi Library News, September 1977, p. 131-132. 2 p.

MISSOURI

MO:B - Note re no further material. June 15, 1973. 1 p.

MO:B1 - Memo from Meryl Atterberry, Missouri State Library, transmitting seven items. January 24, 1977. 1 p.

MO:B2 - Memo from Maggie Johnson, Missouri State Library, transmitting five items. March 14, 1978. 1 p.

MO:C - Application for designation as state publications depository library. Received 1977. 2 p.

MO:C1 - Missouri state publications depository library agreement. Received 1978. 2 p.

MO:D - Request for depository publications. Received 1978. 1 p.

MO:D1 - Packing sheet. Received 1978. 1 p.

MO:F - House Bill no. 1172, second regular session, 78th General Assembly, pre-filed December 1, 1975. 2 p.

MO:F1 - Excerpt from H. B. 1021, sections 2-6 (final bill as it was enacted into law). 1977. 1 p.

MO:F2 - Title 6-Department of Higher Education, Division 20-State Library, Chapter 2-State publications depository library system; proposed rules. Received 1977. 2 p.

MO:F3 - State documents resolution, approved by Missouri Library Association membership, September 20, 1974. 1 p.

MO:F4 - Missouri documents to the people, by Meryl Atterberry. October 1975. 2 p.

MO:F5 - Information to the people; the better way; House Bill 1172. Folder.

MO:H - State agency handbook, prepared by Meryl Atterberry, September 1977. 26 p.

MO:H1 - Letter from Meryl Atterberry on Class Number Assignments. November 1, 1977. 1 p.

MO:H2 - Missouri government publications; class number assignments for serials and other revised titles, September 1, 1977. 23, 8 p.

MO:H3 - Missouri government publications; class number assignments for serials and other revised titles, update #1, November 1, 1977. 1 p.

MO:K - Depository selections. Received 1978. 1 p.

MONTANA

MT:B - Letter from Harold L. Chambers, Montana State Library, forwarding material. April 23, 1973. 1 p.

MT:B1 - Letter from Harold L. Chambers, Montana State Library, forwarding materials and requesting loan of collection. June 17, 1976. 1 p.

MT:B2 - Commentary on present depository law. Received 1973. 1 p.

MT:C - Inter-library depository library contract. Received 1976. 3 p.

MONTANA (cont.)

MT:F - Revised Codes of Montana, §§44-132 to 44-139. From Library Laws of Montana, pp. 3-5. 3 p.

MT:F1 - Rules and regulations. Received 1976. 1 p.

MT:G - List of depository libraries for Montana state documents. Received 1976. 1 p.

MT:G1 - Mailing list for the annual list documents received at the Montana State Library. Received 1976. 16 p.

MT:I - Standards. Received 1976. 1 p.

MT:I1 - Policy statement: distribution of state documents to depository libraries adopted April 7, 1972. From: Montana State Library Commission By-laws and Policy Statements. 2 p.

MT:L - Weekly list of Montana state publications received by Montana State Library, Shipment #80. April 19, 1973. 3 p.

MT:L1 - Weekly list of Montana publications received by Montana state Library, Shipment #239, May 27, 1976. 2 p.

MT:L2 - List of out-of-state and Montana related private and federal publications received by Montana State Library, Shipment #239-Supplement, May 27, 1976. 2 p.

NEBRASKA

NE:B - Letter from James M. Armour, Nebraska Library Commission, on new law. April 23, 1973. 1 p.

NE:B1 - Letter from Karen Lusk, Nebraska Library Commission, on beginning of depository system. June 22, 1976. 1 p.

NE:C - Inter-library depository library contract. Received 1976. 2 p.

NE:D - Claim report. Received 1973. 1 p.

NE:D1 - Publication information form. Received 1973. 2 p.

NE:D2 - Claim for depository publications not received. Received 1976. 1 p.

NE:E - Self-addressed label for use of agencies sending publications. Received 1973. 1 label.

NE:F - Nebraska Publications Clearinghouse; a proposal by the Nebraska Public Library Commission; exhibits (1) fact sheet, (2) proposed legislation, (3) budget request. 1972. 10 p.

NE:F1 - Legislative bill 1284, eighty-second Legislature, second session, final reading. 1972. 27 p.

NE:F2 - Legislative bill 1284A, final reading, eighty-second Legislature, second session. 1972. 2 p.

NE:H - Guide to Nebraska state agencies. January 1976. 24 p. (K4200H001-1976) (A supplement to the Nebraska State Publications Checklist).

NE:I - Classification number analysis. 1977. 2 p.

NE:J - Nebraska Publications Clearinghouse. (Mesasage to state agencies re depository requirements) 1972. Folder.

NE:J1 - Your right to know. (Message to libraries re purpose of Clearinghouse) 1972. Folder.

NE:J2 - What's up, doc? How to obtain a document from the Nebraska Publications Clearinghouse. Received 1973. Folder.

NE:J3 - Want to find out about a good deal? Received 1976. Large folder. (L4200T004-74).

NE:K - What's up, doc? A list of new publications received by the Nebraska Publications Clearinghouse, v. 4, no. 9, May 1977. 11 p.

NE:K1 - What's up, doc? A list of new federal and Nebraska state publications available on loan from the Nebraska Publications Clearinghouse, v. 6, no. 8, April 1979. 13 p.

NEVADA

NV:B - Letter from Joan G. Kerschner, Nevada State Library, forwarding publications. April 13, 1973. 1 p.

NV:E - Mailing label (not limited to use on depository shipments). Received 1973. 1 label.

NV:F - Rules and regulations for state publications distribution center, adopted January 10, 1972, effective March 1, 1972. 3 p.

NV:H - Nevada state publication depository system; manual for acquisition, processing, use, compiled by Documents Section, Nevada State Library, May 1969. iii, 65 p.

NV:J - Three, four, one. 1971. Folder.

NV:L - Monthly depository shipping list, shipping list no. 58, April 9, 1973. 2 p.

NEW HAMPSHIRE

NH:B - Letter from Emil W. Allen, Jr., New Hampshire State Library, re legislation being enacted. April 20, 1973. 1 p.

NH:B1 - Letter from V. Lloyd Jameson, Boston Public Library, transmitting New Hampshire legislation. July 18, 1973. 1 p.

NH:B2 - Letter from Eleanor O'Donnell, New Hampshire State Library, on new depository legislation. June 15, 1976. 1 p.

NH:F - H. B. 297, Chapter 202-B. 1973. 2 p.

NEW JERSEY

NJ:B - Letter from Jaia Heymann, Drew University, re New Jersey publications. January 18, 1973. 1 p.

NJ:B1 - New Jersey depository legislation. January 16, 1973. 1 p.

NJ:B2 - Letter from Robert E. Lupp, State Library, reporting on pending Assembly bill. June 23, 1976. 1 p.

NJ:D - Form letter to depositories re suplying catalog copy. September 8, 1972. 1 p.

NJ:D1 - Form letter to state agencies acknowledging receipt of documents. Received 1973. 1 p.

NJ:F - Chapter 162, laws of 1967 (Senate Bill no. 340, approved July 25, 1967). An act concerning State publications, and amending sections 52:14-25.1 and 52:14-52.2 of the Revised Statutes. 1968. 1 p.

NJ:F1 - Assembly, No. 405, pre-filed for introduction in the 1976 session, an act concerning State publications and amending R. S. 52:14-20 and R. S. 52:14-25.1. 2 p.

NJ:F2 - New Jersey documents depositories; rules and regulations, December 1967. 2 p.

NJ:G - Depository libraries for New Jersey documents as of January 1, 1976. 2 p.

NJ:H - Popular names index to New Jersey state documents, compiled by the New Jersey Reference Section. September 1977, 7 p.

NJ:M - New Jersey documents workshop. September 17, 1975. 2 p.

NM:B - Letter from Laura H. McGuire, Eastern New Mexico University, on New Mexico Law. January 26, 1973. 1 p.

NM:B1 - Note re no further material. June 15, 1973. 1 p.

NM:B2 - Letter from E. J. McGrath, State Records Center and Archives, on State Rules Act and publications. June 18, 1976. 1 p.

NM:C - Depository library contract. Received 1979. 3 p.

NM:D - To: State agencies, boards, and committees; Subject: The State Rules Act. November 24, 1969. 2 p.

NM:D1 - Form letter asking that library consider becoming a depository and outlining plans. November 14, 1978. 2 p.

NM:D2 - Form letter to new depositories requesting information. November 22, 1978. 2 p.

NM:D3 - First time form letter to state agencies under new law. December 21, 1978. 1 p.

NM:D4 - First time form letter to collect judicial publications. December 21, 1978. 1 p.

NM:D5 - First time form letter to collect legislative publications. December 21, 1978. 1 p.

NM:D6 - Form letter to checklist subscribers on new features. January 22, 1979. 1 p.

NM:D7 - Claim for depository publications not received. Received 1978. 1 p.

NM:F - Laws of 1967, chapter 275, Senate Bill No. 277, approved April 4, 1967; an act providing for the filing of rules, regulations, orders and other publications of state agencies... 6 p.

NM:F1 - Laws of 1969, chapter 92, House bill no. 249, approved March 27, 1969; an act relating to the filng of rules, regulations, orders and other publications of state agencies... 4 p.

NM:F2 - To: State agencies, boards, commissions, universities, schools and institutions; Subject: The State Rules Act. October 21, 1975. 2 p.

NM:F3 - SCR Rule 74-1, State rules format and style. April 8, 1974. 2 p.

NM:F4 - SRC Rule 72-1, Style and format for official reports. March 15, 1972. 1 p.

NM:F5 - Rule no. 70-1, Manuals of procedure, style and format. April 1, 1970. 8 p.

NM:F6 - (Packet on proposed legislation) November 1977. 3 items. Contents: (1) Letter from Ingrid Vollnhofer, New Mexico Library Association, Documents Committee, asking support for bill. November 1977. 1 p. (2) Fact sheet, New Mexico documents. 2 p. (3) House Bill 327, 33rd Legislature, first session 1977, with committee report. 2 p.

NM:F7 - House Bill 327, 33rd Legislature, first session, 1977. 4 p. Attached: Committee report, including roll call vote. 1 p. (Same as item 3 in MN:F6, but includes roll call vote in addition).

NM:F8 - Threat to New Mexico state depository program defeated (by) Sandra K. Faull. April 1979. 1 p. Attached: House Bill 473, 34th Legislature, first session 1979, an act relating to the public policy on publications. 3 p.; Committee report. 1 p.; Senate floor amendment. 1 p.

NM:F9 - SL Rule 79-1, State documents depository clearinghouse. February 1, 1979. 4 p.

NM:G - New Mexico state documents depository libraries as of February 1, 1979 and New Mexico federal documents depository libraries. 2 p.

NM:G1 - New Mexico federal documents depository libraries and New Mexico state documents depository libraries as of October 1, 1980. 2 p.

NM:G2 - New Mexico depository library members 1979-80. 1 p.

NM:G3 - New Mexico depository library council members 1980-81. 1 p.

NM:H - Depository library manual, prepared by Sandra K. Faull. March 1979. Various paging.

NM:H1 - State agency manual, prepared by Sandra K. Faull. February 1979. Various paging.

NM:H2 - The New Mexico state documents classification system, by Documents staff, New Mexico State Library. 1978. 29 p.

NM:I - Series classification. April 1979. 1 p.

NM:I1 - Subject divisions. April 1979. 2 p.

NM:J - Form letter transmitting poster, "Ode to government publications." March 9, 1979. 1 p.

NM:J1 - Ode to government publications, by James Johnstone. 1979. 1 poster.

NM:J2 - Ode to government publications (librarian's version), by James Johnstone. 1979. 1 p.

NM:K - Form letter to accompany first issue of New Mexico Selected List. February 21, 1979. 1 p.

NM:L - Monthly depository shipping list. Shipping list no. 1, January 29, 1979. 3 p.

NM:L1 - Monthly depository shipping list. Shipping list no. 7, August 5, 1979 and supplement. 6 p. (Includes several notes to depository libraries).

NM:M - New Mexico state documents depository system workshops (announcement and registration form) 1978. 2 p.

NM:M1 - (New Mexico state documents depository system workshop handouts) 1978. 5 pieces. Contents: (1) Agenda. 1 p. (2) Some very useful New Mexico state publications. 2 p. (3) "Selected list of popular federal and New Mexico government publications" request form. 1 p. (4) "Checklist of New Mexico state publications" request form. 1 p. (5) The New Mexico state documents clearinghouse will provide the following services: 1 p.

NM:M2 - (New Mexico state documents training workshop handouts) April 30, 1979. 5 pieces. Contents: (1)Workshop agenda. 1 p. (2) New Mexico state documents reference material sent to depository libraries, compiled by Sandra K. Faull, Tina Rivera, Ingrid Vollnhofer. 3 p. (3) Questions to state documents reference tools. 2 p. (4) New Mexico Depository Library Council, agenda. 1 p. (5) Proposed purpose for New Mexico Depository Library Council. 1 p.

NM:M3 - Summary of New Mexico state documents training workshop. April 30, 1979. 1 p.

NM:M4 - Certificate for completion of basic training in state documents on April 30, 1979. 1 p.

NM:M5 - Annual report of the Government Documents Department, July 1, 1978 - June 30, 1979. August 1979. 8 p.

NM:M6 - Select bibliography on Indians in the New Mexico state documents collection of the New Mexico State Library, prepared by Sandra K. Faull. September 1979. 7 p.

NEW YORK

NY:B - Letter from Henry Ilnicki, New York State Library, on publications issued in New York program. July 5, 1974. 2 p.

NY:B1 - Letter from Henry Ilnicki, New York State Library, forwarding sample from Dictionary Catalog. July 7, 1976. 1 p.

NY:B2 - Letter from Henry Ilnicki, New York State Library, forwarding copies of Dictionary Catalog. June 2, 1977. 1 p.

NY:B3 - Sections of the New York State law which relate to the deposit of State documents in the State Library. Received 1974. 1 p.

NY:D - Form letter to state agencies requesting publications. March 19, 1974. 2 p.

NY:D1 - NYSL document sendings. Received 1974. 1 p.

NY:E - Label used for depository shipments and self-addressed label for use of agencies sending publications. Received 1974. 2 labels.

NY:I - Plan for depositories of New York state publications. Received 1974. 1 p.

NY:K - Depository plan for New York state documents, application form and selection list. Received 1974. 2 p.

NY:M - Survey of state and local documents. Received 1974. 5 p.

NY:M1 - Summary and abstract of responses to New York state documents questionnaire. Received 1974. 2 p.

NY:M2 - First report, February 24, 1977, New York State, - StateLibrary Advisory Committee on New York State Publications. 10 p.

NY:M3 - Second report, July 12, 1977, New York State, State Library Advisory Committee on New York State Publications. 9 p.

NORTH CAROLINA

NC:B - Letter from Robert Grey Cole, University of North Carolina at Greensboro, sending copy of Attorney General opinion. January 29, 1974. 1 p.

NC:B1 - Letter from Robert F. Gaines, University of North Carolina at Greensboro, on bill to establish a study commission. July 25, 1977. 1 p.

NORTH CAROLINA (cont.)

NC:F - A bill to establish a public documents study commission. Received 1977. 1 p.

NC:F1 - House resolution 1434, General Assembly of North Carolina, session 1977. 1 p.

NC:F2 - Attorney General opinion requested by James H. Thompson, University of North Carolina at Greensboro. October11, 1972. 2 p. (The distribution statute, G.S. 147-50, is set out verbatim).

NC:M - Questionnaire from Ad Hoc Committee on State Documents. Received 1974. 4 p.

NC:M1 - Results of questionnaire on state documents depository system reported. From The Docket; the newsletter of the documents librarians of North Carolina, issue no. 4, fall 1975. 1 p.

NC:M2 - Workshop materials for State and Local Documents Workshop, September 9-11, 1964. 4 pieces. Contents: (1) Memorandum for attendees. August 28, 1964. 1 p. (2) General references and bibliographies on state and local documents. 2 p. (3) Schedule and registration blank. 1 p. (4) Agenda. 1 p.

NORTH DAKOTA

ND:B - Request form of spring 1973, with notes. 1 p.

ND:F - North Dakota Century Code 54-24-09. From preface to "Publications of North Dakota State Documents." 1972. 1 p.

ND:M - State document depository system questionnaire, with summary of resporses. Received 1973. 2 p.

OHIO

OH:B - Letter from Clyde Hordusky, State Library of Ohio, commenting on Ohio law. June 4, 1973. 1 p.

OH:C - Application for depository library service. Received 1973. 1 p.

OHIO (cont.)

OH:H - Information about the Ohio documents depository system, by Clyde Hordusky. September 1975. 7 p.

OH:H1 - Proposed depository plan for the distribution of publications of the State of Ohio in accordance with Am. H.B. 27, 102nd General Assembly, Sec. 149.11 Rev. Code of Ohio. August 1959. 3 p.

OH:J - It's the law. Received 1973. Folder.

OH:J1 - Looking for information. Received 1976. Folder.

OH:L - Ohio documents received in the month of June 1974. 5 p.

OKLAHOMA

OK:B - Letter from Betty J. Brown, Oklahoma Department of Libraries, transmitting materials. December 6, 1973. 1 p.

OK:F - First draft of new legislation, developed by Betty J. Brown. 1977. 2 p.

OK:F1 - Enrolled House bill No. 1714, 1978; an act relating to public libraries...13 p.

OK:F2 - State publications, S.C. Res. no. 18, 1971. 1 p.

OK:F3 - Reports, publications, expenses, S.J. Res. No. 20, 1974. 2 p.

OK:F4 - Industrial Court, handbooks, sale. Opinions of the Attorney General, No. 69-180, May 9, 1969. 1 p.

OK:F5 - Rules and regulations, Oklahoma Publications Clearinghouse. October 1978, reprinted January 1979. 14 p.

OK:F6 - Libraries, publications clearinghouse, state publications. Chapter 165, H. B. No. 1714, second regular session, 1978. 8 p.

OK:H - Official headings for Oklahoma state publications, by Irma Tomberlin. December 1977. 24 p.

OK:L - Oklahoma state government documents, shipping list no. 73-9. 8 p. Addressed to Exchange and Gift Division, Library of Congress.

OKLAHOMA (cont.)

OK:L1 - Oklahoma state government documents sent to OKL Archives Division, shipping list no. 73-12. 14 p.

OK:M - State documents collections in Oklahoma, by Irma R. Tomberlin for Amigos Bibliographic Council. November 1977. 14 p., appendix.

OK:M1 - Statutory chronology. (1978) 5 p.

OK:M2 - (Response to) Illinois State Library questionnaire, "State servicing of state documents." 1973. 9 p.

OK:M3 - (Response to) Nebraska Public Library Commission questionnnaire, "Treatment of state publications". October 6, 1970. 2 p.

OK:M4 - To: Heads of all agencies, boards, and commissions; Re: State public information inventory. June 21, 1977. 19 p.

OREGON

OR:B - Memo from Marjorie Reeves, Oregon State Library, sending and commenting on materials; response of Margaret T. Lane. May 11, 1973; May 23, 1973. 1 p.

OR:F - Chapter 86, an act to provide for the binding and distribution of public documents. General laws of Oregon, 1907. p. 150-152. 2 p.

OR:G - (Mailing lists) Oregon state agencies, Oregon mailing except state agencies, out-of-state mailing and foreign mailing. Received 1973. 16 p.

OR:M - A report on the present conditions of state publications and recommendations for improvement and control; a report for the Legislative Administration Committee. Research and narrative by Ross R. Klutke. 1971. 35 p.

PENNSYLVANIA

PA:B - Letter from Judith Weinrauch, State Library of Pennsylvania, transmitting materials. September 16, 1974. 1 p.

PA:F - No. 150 (HB 154), an act amending the act of June 14, 1961 (PL 324), entitled "An act relating to the establishment, operation and maintenance of the State Library and public libraries in the Commonwealth..." 1971. 2 p.

PENNSYLVANIA (cont.)

PA:F1 - Part VI, regulations of the State Librarian for the designation of libraries as state document depositories. From Pennsylvania Bulletin v. 2, no. 18, April 22, 1972, p. 726-727. 3 p.

PA:G - Pennsylvania documents expediting service, depository list. Received 1974. 5 p.

PA:J - Act 150 is the law. Received 1974. Folder.

PA:L - Notes on the June 1974 mailing (Cover letter for Checklist). 1 p.

PA:M - A handbook on Pennsylvania state government publications. Workshop edition. Compiled by Judith Weinrauch. October 1973. 27 p.

RHODE ISLAND

RI:B - Letter from Elliott E. Andrews, Rhode Island State Library, re current activities. July 11, 1974. 2 p.

RI:B1 - Letter from Anne Shaw, University of Rhode Island, re State Projects Committee of Consortium of Rhode Island Academic and Research Libraries. October 15, 1976. 1 p.

RI:B2 - Letter from Florence P. Bundesen, Rhode Island State Library, re forwarding copies. June 24, 1976. 1 p.

RI:M - History and development of the state documents distribution system of the Rhode Island State Library, by Edmond O'Brien and Florence Bundesen. July 24, 1976. 8 p. Attached: form letters, legislation. 10 p.

RI:M1 - Report to the Ad Hoc Committee to study the Documents Depository and Distribution System for Rhode Island Libraries, by Roger H. McDonough. October 19, 1974. 12 p., appendix.

RI:M2 - Rhode Island records and the Rhode Island documents depository system: study and recommendations. A study undertaken by the State Documents Project Committee for the Consortium of Rhode Island Academic and Research Libraries. 1975. 11 p.

RHODE ISLAND (cont.)

RI:M3 - Letter from Anne Shaw, Department of State Library Services, re Consortium of Rhode Island Academic and Research Libraries State Documents Project proposals with (1) suggested regulations for the Rhode Island Documents Distribution Center, (2) suggested libraries for inclusion into the depository system, (3) suggested rules and regulations for participating libraries. July 29, 1978. 5 p.

RI:M4 - Rhode Island documents distribution center, recommendations. Received 1976. 9 p.

SOUTH CAROLINA

SC:A - Notable South Carolina state publications. November 1975. 7 p.

SC:B - Letter from Mary O. Bostick, South Carolina State Library, re legislation. September 5, 1973. 1 p.

SC:B1 - Request letter of June 11, 1976, with notes. 1 p.

SC:D - Memorandum to state agencies, "initial request" and form, re state agency publications. August 4, 1970. 2 p.

SC:F - Proposed state documents depository legislation. Received 1976. 3 p.

SC:F1 - S. 2-203 (1972)...to provide certain definitions relating to the South Carolina State Library. 3 p.

SC:F2 - State documents depository legislation. December 1975. 2 p. (Compiled for legislative committee hearing).

SOUTH DAKOTA

SD:B - Letter from Herschel V. Anderson, State Library Commission, re state documents in South Dakota. June 7, 1973. 1 p.

SD:B1 - Letter from Robert Newby, South Dakota State Library, transmitting materials. December 2, 1976. 1 p.

SD:C - Contract. Received 1976. 3 p.

SOUTH DAKOTA (cont.)

SD:F - Chapter 24:30:06, Documents depository library system. From 1974 Administrative Rules of South Dakota, 1976 Cumulative Supplement. 4 p.

SD:G - List of depository libraries for South Dakota state publications. December 2, 1976. 1 p.

SD:M - Report of the Interim Public Documents Study Commission to the 48th session of the South Dakota Legislative Assembly. 1972. 29 p.

SD:M1 - Guidelines for printing and publishing South Dakota public documents. 1972. 31 p., appendix.

TENNESSEE

TN:B - Letter from Kendall J. Cram, Tennessee State Library and Archives, re state documents program. October 29, 1973. 1 p.

TEXAS

TX:B - Request form of spring 1973, with notes, and comments. March 19, 1973. 2 p.

TX:D - Document request form. Received 1978. 1 p.

TX:D1 - Reply form. Received 1978. 1 p.

TX:D2 - Enclosure form. Received 1978. 1 p.

TX:D3 - Form letter with release form for copyrighted publications. Received 1978. 2 p.

TX:D4 - Form letter to state agencies with blank form. Received 1978. 3 p.

TX:D5 - Contact card. Received 1978. 1 p.

TX:F - Collection and distribution of Texas state documents, Texas Revised Civil Statutes, 1925. Received 1978. 1 p.

TX:F1 - H. B. 480, An act relating to apportionment of funds by the State Library System; to the deposit of state publications in the state depository libraries; and to the distribution of state agency publications. Received 1979. 2 p.

TX:H - Texas state documents: a primer for librarians, by Brenda F. Shelton Olds. November 2, 1975. 12 p. (Reference series number 6).

TX:H1 - Texas state documents classification and almost compleat list of Texas state agencies from statehood to the present, by Brenda F. Shelton Olds. March 1976. 108 p., appendices.

TX:I - Texas state documents in depository libraries. Received 1973. 1 p.

TX:I1 - Texas state documents cataloging supplement, January 1979, number 79-1. 9 p. (Attached: Cover letter, attention Texas depository librarians. 1 p.).

TX:J - State documents program serves agencies and libraries. Received 1973. 4 p.

TX:J1 - Texas documents. Received 1976. Folder.

TX:L - Texas state documents, depository shipping list, February 1979. 3 p.

TX:L1 - Texas state documents periodicals shipping list, April 1979. 1 p.

TX:M - Texas state documents: Survey results. From Texas Library Journal, October 1974, p. 185-91. 7 p.

TX:M1 - Texas state documents depository survey, 1977: findings and results. 1978. 46 p.

TX:M2 - Texas state documents: the development of a program. 1977. 61 p.

TX:M3 - 2nd Annual Government Documents Conference, November 2-4, 1978, Austin, Texas. Folder.

TX:M4 - Directory of data base resources in Texas state

UTAH

UT:B - Letter from Alma G. Swann, Utah State Library Commission, on depository legislation. May 3, 1973. 1 p.

UT:B1 - Letter from Alma G. Swann, Utah State Library Commission, re microfiche program. July 8, 1976. 1 p.

UTAH (cont.)

UT:F - State Library Commission, powers and duties, 37-4-4. Received 1973. 1 p.

UT:G - Depository libraries. Received 1976. 1 p.

UT:L - Weekly depository shipping list, shipping list number 56, April 24, 1973. 1 p.

UT:L1 - Weekly depository shipping list, shipping list 200, June 22, 1976. 1 p.

UT:M - Making the most of government publications, March 31, 1976. 1 p. (Utah GODORT Workshop agenda).

VERMONT

VT:B - Letter from Henry O. Marcy, 4th, Department of Libraries, re problems of Vermont documents depository system. January 9, 1974. 1 p.

VT:G - Mailing list. Received 1974. 1 p.

VT:H - Library guide to law and documents unit. 1972. 6 p.

VIRGINIA

VA:B - Letter from Ray O. Hummel, Jr., Virginia State Library, on distribution of documents. May 1, 1973. 1 p.

VA:F - Proposed recommendations for a state depository system. Received 1978. 1 p.

WASHINGTON

WA:B - Letter from Corinne B. Ackley, Washington State Library, re legislation. May 1, 1973. 1 p.

WA:B1 - Request form of spring 1973, with notes. 1 p.

WA:F - Chapter 304-16, Documents depository library system. From Washington Administrative Code, Supp. No. 3. 1969. 3 p.

WA:M - Survey of state public information activities, preliminary report. Legislative Budget Committee, July 12, 1976. 41 p.

WA:M1 - Documents and Serials Roundtables, June 15-16, 1977, Central Washington State College. 2 p.

WEST VIRGINIA

WV:B - Notes concerning state documents distribution. December 1974. 1 p.

WISCONSIN

WI:A - Bibliography of the bibliographies of Wisconsin state documents. Received 1973. 1 p.

WI:B - Letter from Alice Alderman, State Historical Society of Wisconsin, re depository program. January 11, 1973. 2 p.

WI:B1 - Request form of spring 1973. 1 p.

WI:B2 - Letter from Kathy Schneider, Division for Library Services, transmitting publications. October 13, 1975. 1 p.

WI:B3 - Letter from Kathy Schneider, Division for Library Services, on proposed legislation. May 23, 1977. 1 p.

WI:F - Chapter 000, Public document distribution and sales, analysis of proposal. Received 1977. 5 p.

WI:F1 - An Act to amend and revise Wisconsin statutes relating to the procurement, sales, distribution, retention, and disposition of public documents. Received 1977. 13 p.

WI:G - Wisconsin depository libraries. September 1973. 1 p.

WI:H - Manual for Wisconsin document depositories. Guidelines for standards and procedures of the Wisconsin document depository program. January 1975. 10 p.

WI:I - Implementation of S.35.29(3). April 15, 1972. 8 p.

WI:J - Do you know what your government is doing? Received 1975. Folder.

WYOMING

WY:B - Letter from Jenny Preston, Wyoming State Library, re legislation. April 23, 1973. 1 p.

SECTION 2 -- THE TOPICS

THE TOPICS

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A. BIBLIOGRAPHIES

Included here are lists of bibliographies of state publications. These lists are typical of lists prepared as handouts to accompany lectures and presentations on state documents. They indicate the places to search for state documents titles of a particular state.

The standard source for such listings - one that includes lists for all the states - is Vladimir M. Palic, Government publications: a guide to bibliographic tools, 4th ed. (Washington, D.C: Library of Congress, 1975), pp. 81-142. The Palic book is the latest revision of works by James B. Childs. A similar listing, useful because it is arranged in chronological order for each state, is G. Thomas Tanselle, Guide to the study of United States imprints (Cambridge, Mass.: Belknap Press of Harvard University Press, 1971), v.1, pp. 89-108.

Cross-references: Some bibliographies of bibliographies are found in state manuals and other publications. See:

LA:H, pp. 28-31 - Publications relating to state documents
LA:M, pp. 14-16 - Complete coverage
NM:H, p. 20 - Bibliographic coverage of New Mexico documents
NC:M2, item 2 - General references and bibliographies on state and local documents
TX:M2, p. 3 - Publications

Lists of reference tools are also included under this topic. These lists are distinguished from "basic" or "core" lists because they are oriented toward directories and statistical publications, and because they have a different purpose. The reference tools are those few titles that a library keeps near the information desk. The basic or core lists give those titles, including periodicals, that a library needs for a representative collection for public use. Basic and core lists are included in Topic K (Selection Lists) because they are related to the selection process. Lists of reference tools published as parts of other publications are:

LA:H, pp. 26-27 - Reference tools
NV:H, pp. 37-58 - Reference tools
NM:H, following p. 19 - [illegible] very useful New Mexico state publications
PA:M, pp. 5-10 - Reference tools
TX:H, pp. 1-12 - Basic bibliography for reference librarians.

LA:A - Complete coverage of Louisiana documents through bibliographies and the depository library program. March 1973. 2 p.

MI:A - Bibliography of Michigan documents bibliographies. Received 1973. 1 p.

SC:A - Notable South Carolina state publications. November 1975. 7 p.

WI:A - Bibliography of the bibliographies of Wisconsin state documents. Received 1973. 1 p.

B. COMMENTARIES AND LETTERS

This section includes letters or statements from almost all the states. Some responses are formal statements on the depository law of the state, others are letters of transmittal with lists of publications, and some are manuscript notes on the committee's original inquiry. The comment on the Illinois legislation is typed on the rules (IL:I).

The original inquiry sent out by the committee is described as "Request form of spring 1983"; the first example is CA:B1. An example of the other request letter found in the collection is AZ:B3, "Request letter of June 11, 1976, with notes."

The correspondence gives clues as to the relationship of the materials. For example, the Iowa items, IA:M2, were prepared during the time legislation was being developed in the state, but were not part of the legislative "packet," which is entered under Topic F (Legislation).

Classification and cataloging materials, occasionally referred to in the letters, were sometimes removed and are no longer part of the collection. The classification and cataloging materials that remain in the collection are entered under Topic H (Manuals) and Topic I (Procedural Guidelines).

AL:B - Letter from Milo B. Howard, Jr., Alabama Department of Archives and History, re committee request. April 9, 1973. 1 p.

AL:B1 - Letter from Milo B. Howard, Jr. to Albert Halcli, Illinois State Library, outlining status of state documents distribution. April 9, 1973. 2 p.

AK:B - Letter from Catherine Van Doren, Division of State Libraries, on state depository legislation. April 18, 1973. 2 p.

AZ:B - Letter from Mary L. Brickey, Arizona Department of Library and Archives, responding to committee request. January 12, 1973. 1 p.

AZ:B1 - Note re no further material. June 15, 1973. 1 p.

AZ:B2 - Notes re submission of materials. July 6 & 19, 1976. 1 p.

AZ:B3 - Request letter of June 11, 1976, with notes. 1 p.

CA:B - Letter from Ruth Elwonger, California State Library, commenting on strengths and weaknesses. June 29, 1973. 2 p.

CA:B1 - Request form of spring 1973, with notes. 1 p.

CA:B2 - Letter from Richard H. Nicoles, California State Library, re pending legislation. June 24, 1976. 1 p.

CO:B - Letter from Esther B. Snyder, Colorado State Library, re sending of materials. June 6, 1973. 1 p.

CT:B - Statement concerning Connecticut's depository program, from Virginia Vocelli, Connecticut State Library. June 18, 1973. 1 p.

CT:B1 - Letter from Betsy Berry, Connecticut State Library, re sending of materials. March 29, 1979. 1 p.

FL:B - Letter from Earl Shumaker, Western Kentucky University, about forwarding of Florida materials. April 6, 1973. 1 p.

FL:B1 - Note from Patty Paul, State Library of Florida, reporting no change in program. June 16, 1976. 1 p.

GA:B - Letter from Elaine Poliakoff, Georgia State Library, sending publications. April 6, 1973. 1 p.

ID:B - Letter from M. Gary Bettis, Idaho State Library, on depository program. April 16, 1973. 1 p.

IL:B - Request form of spring 1973, with notes. 1 p.

IN:B - Letter from Mary Golichowski, Indiana State Library, on new documents act. April 26, 1973. 1 p.

IN:B1 - Synopsis of "Documents Depository Act"; P. L. 27, 1973. Received 1976. 1 p.

IA:B - Memo from Carolyn W. Kohler, University of Iowa Libraries, re collecting Iowa materials. January 16, 1973. 1 p.

IA:B1 - Request form of spring 1973, with notes. 1 p.

IA:B2 - Iowa's depository legislation. Received 1973. 1 p.

KS:B - Commentary and request form of spring 1973. 1 p.

KY:B - Letter from Howard T. Goodpaster, Division of Archives and Records, on present practices, including microfilming, and future plans. January 4, 1973. 1 p.

KY:B1 - Letter from Howard T. Goodpaster, Division of Archives and Records, about rules and regulations. December 11, 1973. 1 p.

KY:B2 - Letter from Lewis J. Bellardo, Division of Archives and Records, sending only items available. August 4, 1976. 1 p.

LA:B - Louisiana depository library law; La. R. S. 25:121-124. A commentary on special features of the law and amendments which should be considered. Received 1973. 1 p.

ME:B - Letter from David L. Rabasca, Maine State Library, on handling of state documents in Maine. January 17, 1974. 1 p.

MD:B - Letter from Nelson J. Molter, State Library, on Maryland practices. March 29, 1973. 1 p.

MA:B - Letter from V. Lloyd Jameson, Boston Public Library, on Massachusetts materials. January 22, 1973. 1 p.

MI:B - Request form of spring 1973, with notes. Received 1973. 2 p.

MN:B - Letter from Shawn Duffy, Department of Education Library, explaining items being forwarded for the collection. July 31, 1974. 1 p.

MN:B1 - Legal documents responsibility. Received 1974. 3 p.

MO:B - Note re no further material. June 15, 1973. 1 p.

MO:B1 - Memo from Meryl Atterberry, Missouri State Library, transmitting seven items. January 24, 1977. 1 p.

MO:B2 - Memo from Maggie Johnson, Missouri State Library, transmitting five items. March 14, 1978. 1 p.

MT:B - Letter from Harold L. Chambers, Montana State Library, forwarding material. April 23, 1973. 1 p.

MT:B1 - Letter from Harold L. Chambers, Montana State Library, forwarding materials and requesting loan of collection. June 17, 1976. 1 p.

MT:B2 - Commentary on present depository law. Received 1973. 1 p.

NE:B - Letter from James M. Armour, Nebraska Library Commission,

NE:B1 - Letter from Karen Lusk, Nebraska Library Commission, on beginning of depository system. June 22, 1976. 1 p.

NV:B - Letter from Joan G. Kerschner, Nevada State Library, forwarding publications. April 13, 1973. 1 p.

NH:B - Letter from Emil W. Allen, Jr., New Hampshire State Library, re legislation being enacted. April 20, 1973. 1 p.

NH:B1 - Letter from V. Lloyd Jameson, Boston Public Library, transmitting New Hampshire legislation. July 18, 1973. 1 p.

NH:B2 - Letter from Eleanor O'Donnell, New Hampshire State Library, on new depository legislation. June 15, 1976. 1 p.

NJ:B - Letter from Jaia Heymann, Drew University, re New Jersey publications. January 18, 1973. 1 p.

NJ:B1 - New Jersey depository legislation. January 16, 1973. 1 p.

NJ:B2 - Letter from Robert E. Lupp, State Library, reporting on pending Assembly bill. June 23, 1976. 1 p.

NM:B - Letter from Laura H. McGuire, Eastern New Mexico University, on New Mexico Law. January 26, 1973. 1 p.

NM:B1 - Note re no further material. June 15, 1973. 1 p.

NM:B2 - Letter from E. J. McGrath, State Records Center and Archives, on State Rules Act and publications. June 18, 1976. 1 p.

NY:B - Letter from Henry Ilnicki, New York State Library, on publications issued in New York program. July 5, 1974. 2 p.

NY:B1 - Letter from Henry Ilnicki, New York State Library, forwarding sample from Dictionary Catalog. July 7, 1976. 1 p.

NY:B2 - Letter from Henry Ilnicki, New York State Library, forwarding copies of Dictionary Catalog. June 2, 1977. 1 p.

NY:B3 - Sections of the New York State law which relate to the deposit of State documents in the State Library. Received 1974. 1 p.

NC:B - Letter from Robert Grey Cole, University of North Carolina at Greensboro, sending copy of Attorney General opinion. January 29, 1974. 1 p.

NC:B1 - Letter from Robert F. Gaines, University of North Carolina at Greensboro, on bill to establish a study commission. July 25, 1977. 1 p.

ND:B - Request form of spring 1973, with notes. 1 p.

OH:B - Letter from Clyde Hordusky, State Library of Ohio, commenting on Ohio law. June 4, 1973. 1 p.

OK:B - Letter from Betty J. Brown, Oklahoma Department of Libraries, transmitting materials. December 6, 1973. 1 p.

OR:B - Memo from Marjorie Reeves, Oregon State Library, sending and commenting on materials; response of Margaret T. Lane. May 11, 1973; May 23, 1973. 1 p.

PA:B - Letter from Judith Weinrauch, State Library of Pennsylvania, transmitting materials. September 16, 1974. 1 p.

RI:B - Letter from Elliott E. Andrews, Rhode Island State Library, re current activities. July 11, 1974. 2 p.

RI:B1 - Letter from Anne Shaw, University of Rhode Island, re State Projects Committee of Consortium of Rhode Island Academic and Research Libraries. October 15, 1976. 1 p.

RI:B2 - Letter from Florence P. Bundesen, Rhode Island State Library, re forwarding copies. June 24, 1976. 1 p.

SC:B - Letter from Mary O. Bostick, South Carolina State Library, re legislation. September 5, 1973. 1 p.

SC:B1 - Request letter of June 11, 1976, with notes. 1 p.

SD:B - Letter from Herschel V. Anderson, State Library Commission, re state documents in South Dakota. June 7, 1973. 1 p.

SD:B1 - Letter from Robert Newby, South Dakota State Library, transmitting materials. December 2, 1976. 1 p.

TN:B - Letter from Kendall J. Cram, Tennessee State Library and Archives, re state documents program. October 29, 1973. 1 p.

TX:B - Request form of spring 1973, with notes, and comments. March 19, 1973. 2 p.

UT:B - Letter from Alma G. Swann, Utah State Library Commission, on depository legislation. May 3, 1973. 1 p.

UT:B1 - Letter from Alma G. Swann, Utah State Library Commission, re microfiche program. July 8, 1976. 1 p.

VA:B - Letter from Ray O. Hummel, Jr., Virginia State Library, on distribution of documents. May 1, 1973. 1 p.

VT:B - Letter from Henry O. Marcy, 4th, Department of Libraries, re problems of Vermont documents depository system. January 9, 1974. 1 p.

WA:B - Letter from Corinne B. Ackley, Washington State Library, re legislation. May 1, 1973. 1 p.

WA:B1 - Request form of spring 1973, with notes. 1 p.

WV:B - Notes concerning state documents distribution. December 1974. 1 p.

WI:B - Letter from Alice Alderman, State Historical Society of Wisconsin, re depository program. January 11, 1973. 2 p.

WI:B1 - Request form of spring 1973. 1 p.

WI:B2 - Letter from Kathy Schneider, Division for Library Services, transmitting publications. October 13, 1975. 1 p.

WI:B3 - Letter from Kathy Schneider, Division for Library Services, on proposed legislation. May 23, 1977. 1 p.

WY:B - Letter from Jenny Preston, Wyoming State Library, re legislation. April 23, 1973. 1 p.

C. DEPOSITORY CONTRACTS

These are written agreements between state document distribution agencies on the one hand and libraries on the other regarding the distribution and deposit of materials. Areas of agreement vary, but can include the following: usage, control, and maintenance of state documents.

The contracts and agreements listed here are distinguished from procedural guidelines by format. The contracts and agreements are forms with provision for appropriate signatures.

Cross-references. The California contract (CA:H, Appendix B) and Lousiana designation of depository (LA:H, p. 5) are reproduced in the manuals for those states. There is a "letter of agreement" (NV:H, pp. 9-10) in the Nevada manual.

AK:C - Depository library contract. Received 1973. 2 p.

CA:C - Contract for distribution of state publications to libraries. June 1971. 2 p.

CT:C - Application to become a depository. Received 1979. 1 p.

CT:C1 - State documents depository contract. Received 1979. 1 p.

FL:C - Application and agreement for designation as a depository for state publications. February 1968. 1 p.

LA:C - Designation of depository for public documents. 1948. 1 p.

LA:C1 - Designation as depository for public documents. 1976. 1 p.

MS:C - Designation of depository for public documents. October 1966. 1 p.

MO:C - Application for designation as state publications depository library. Received 1977. 2 p.

MO:C1 - Missouri state publications depository library agreement. Received 1978. 2 p.

MT:C - Inter-library depository library contract. Received 1976. 3 p.

NE:C - Inter-library depository library contract. Received 1976. 2 p.

NM:C - Depository library contract. Received 1979. 3 p.

OH:C - Application for depository library service. Received 1973. 1 p.

SD:C - Contract. Received 1976. 3 p.

D. FORMS AND FORM LETTERS

Included here are communications with state agencies and depository libraries having blank spaces for insertion of required or requested information and letters intended for a group of people. In describing the forms, "claim form" and "request form" are used interchangeably.

Cross-references. Additional forms and form letters similar to those listed are found in manuals and other publications in the Documents on Documents Collection:

HA:I, Appendix II - First letter to state agencies
HA:I, Appendix IIIa - Request to state agencies
HA:I, Appendix IIIb - Request mentioning "annual standing order"
LA:H, p. 19 - Depository library claim to distribution center
MS:H, Appendix I - Distribution center claim to state agencies
MO:H, p. 18 - Packing sheet
NV:H, p. 24 - Claim by depository to state agencies
NM:H, p. 15 - Claim by depository to clearinghouse
NM:H1, p. 5 - Packing sheet
NM:H1, p. 6 - Claim by clearinghouse to state agencies
RI:M, attachment - Claims by distribution center to commissions and to state agencies

In only one manual (NM:H, pp. 17-18) was a unique form noted - a suggested form for recording documents statistics in the libraries in the state.

Other forms, relating to the printing and reproduction of state publications, are in:

CA:I, Exhibit A - Proposed revised printing requisition/invoice
CA:I, Exhibit B - Proposed revision to reproduction order
WI:I, (p. 8) - Publications synopsis

AZ:D - Packing slip to be returned upon receipt of material (lists 6 kinds of publications). Received 1973. 1 p.

AZ:D1 - Packing slip to be returned upon receipt of material (lists 4 items). Received 1976. 1 p.

AZ:D2 - Request form for use with state offices. Received 1976. 1 p.

CT:D - Form letter to state agencies on sending publications pursuant to the new law. Received 1979. 2 p.

CT:D1 - Form for requesting publications. Received 1979. 1 p.

CT:D2 - To: Agency representatives requesting information on names, prices, distribution restrictions, etc. 1978. 1 p.

CT:D3 - Transmittal form to accompany copies of publications deposited with the state library. Received 1979. 1 p.

ID:D - Form letter to state agencies on sending publications pursuant to new law. June 28, 1972. 1 p.

IL:D - Form letter to state agencies increasing number of copies of publications required from 25 to 40. August 11, 1972. 1 p.

IL:D1 - Form letter to state agencies enclosing revised regulations changing number of copies required for state universities and university press books. Received 1973. 2 p.

IL:D2 - Form letter to depository librarian enclosing a copy of the revised regulations. February 15, 1974. 1 p.

IL:D3 - Packing sheet. Received 1973. 1 p.

IL:D4 - Form letter acknowledging receipt of publications, requesting address correction. Received 1974. 1 p.

IL:D5 - Form letter requesting publication(s). Received 1974. 1 p.

IL:D6 - Card enclosed with material sent on request. Received 1974. 1 card.

IL:D7 - Questionnaire: Illinois state agencies issuing publications. 1971. 1 p.

KS:D - House Bill No. 1046 becomes a law (requests publications and provides space to list them). Received 1973. Folder.

KS:D1 - Form letter advising on checklist. Received 1976. 1 p.

LA:D - Double postcard for claiming. Received 1973. 1 piece.

LA:D1 - To: State departments, agencies, boards and commissions; Re: Recorder of Documents, acknowledging receipt of publications. Received 1973. 1 p.

LA:D2 - Semi-annual letter to state agencies requesting information on their publications, with form for listing. 1972. 2 p.

MI:D - To all libraries on mailing list to receive state documents. June 19, 1970. 1 p.

MI:D1 - To: All depository libraries; Re: Depository status. Received 1973. 1 p.

MS:D - Double postcard for claiming. Received 1974. 1 piece.

MO:D - Request for depository publications. Received 1978. 1 p.

MO:D1 - Packing sheet. Received 1978. 1 p.

NE:D - Claim report. Received 1973. 1 p.

NE:D1 - Publication information form. Received 1973. 2 p.

NE:D2 - Claim for depository publications not received. Received 1976. 1 p.

NJ:D - Form letter to depositories re suplying catalog copy. September 8, 1972. 1 p.

NJ:D1 - Form letter to state agencies acknowledging receipt of documents. Received 1973. 1 p.

NM:D - To: State agencies, boards, and committees; Subject: The State Rules Act. November 24, 1969. 2 p.

NM:D1 - Form letter asking that library consider becoming a depository and outlining plans. November 14, 1978. 2 p.

NM:D2 - Form letter to new depositories requesting information. November 22, 1978. 2 p.

NM:D3 - First time form letter to state agencies under new law. December 21, 1978. 1 p.

NM:D4 - First time form letter to collect judicial publications. December 21, 1978. 1 p.

NM:D5 - First time form letter to collect legislative publications. December 21, 1978. 1 p.

NM:D6 - Form letter to checklist subscribers on new features. January 22, 1979. 1 p.

NM:D7 - Claim for depository publications not received. Received 1978. 1 p.

NY:D - Form letter to state agencies requesting publications. March 19, 1974. 2 p.

NY:D1 - NYSL document sendings. Received 1974. 1 p.

SC:D - Memorandum to state agencies, "initial request" and form, re state agency publications. August 4, 1970. 2 p.

TX:D - Document request form. Received 1978. 1 p.

TX:D1 - Reply form. Received 1978. 1 p.

TX:D2 - Enclosure form. Received 1978. 1 p.

TX:D3 - Form letter with release form for copyrighted publications. Received 1978. 2 p.

TX:D4 - Form letter to state agencies with blank form. Received 1978. 3 p.

TX:D5 - Contact card. Received 1978. 1 p.

E. LABELS

The list of labels shows that only seven states submitted labels to the collection. There are two kinds of labels: those intended for use on depository shipments and those for use by state agencies in sending publications to the distribution center. The latter are pre-addressed. Some labels are not used exclusively for state documents mailings.

FL:E - Mailing label used for depository shipments. Received 1973. 1 label.

IL:E - Self-addressed mailing label for use by agencies sending publications. Received 1973. 1 label.

LA:E - Label used for depository shipments. Received 1973, revised version received 1976. 2 labels.

LA:El - Self-addressed label for use of agencies sending publications. Received 1973, revised version received 1976. 2 labels.

MS:E - Label used for depository shipments and self-addressed lable for use of agencies sending publications. Received 1974. 2 labels.

NE:E - Self-addressed label for use of agencies sending publicctions. Received 1973. 1 label.

NV:E - Mailing label (not limited to use on depository shipments). Received 1973. 1 label.

NY:E - Label used for depository shipments and self-addressed label for use of agencies sending publications. Received 1974. 2 labels.

F. LEGISLATION AND LEGAL MATERIALS

As you begin reading the listing for this topic, you are cautioned to bear firmly in mind that the legislation listed here may not be current. You must consult the codes and revised statutes for the various states for up-to-date legislation.

In the search of the statutes, Ron Haselhuhn's "Laws affecting distribution of public documents," (Prelim. 4 in the collection) may be helpful. He used American Library Laws, 4th edition, which has had several supplements since he prepared his list.

Included here are bills, session laws, attorney general's opinions, and proposed legislation. As noted in the introduction, excerpts from codes and revised statutes have not been included in the microfiche edition. However, the version of the law as noted under the cross-references below is often the statutory version.

Rules and regulations, if they are titled "rules" or "regulations," or if they have a formal source note (either the administrative code or the state register) are listed here. Similar information published in less formal fashion ("standards" is a title frequently used) is found at Topic I, Procedural guidelines.

Cross-references. The law governing depository libraries and documents distribution is often reproduced in manuals, reports and studies. This version of the law may or may not be exactly the same as the law as found in the statutes. A copy of the law is included in:

CA:H, Appendix A
HA:I, Appendix I
LA:H, p. 1
MS:H, p. 3
MO:H, p. 3
NM:H, p. 1
NM:H1, p. 9
NY:M3, Appendix
OH:H, p. 4
OK:M, p. A-2
PA:M, pp. 17-19
RI:M, attached
TX:M2, p. 61
WI:J, p. 1-2

Other legal items found in various publications in the collection, arranged here alphabetically by state, include:

LA:H, pp.a-1 to a-5 - Attorney general opinions
NV:H, p. 4 - Executive order or request, August 1968
NV:H, pp. 5-6 - Assembly bill no. 165, 1967
NV:H, pp. 7-8 - Proposed legislation, 1969
NM:H, pp. 2-5 - SL RULE 79-1, rules for clearinghouse, state agencies, and depository libraries

NM:M1, after p. 10 - SL Rule 79-1
NY:M4, following p. 2 - Memorandum in support, proposed legislation, and bill as introduced.
OR:M, p. 3 - SJR 31, 1977, resolution to study state agency publications
RI:M3, item 1 - Suggested regulations for distribution center
RI:M3, item 3 - Suggested rules and regulations for depository libraries
RI:M4, (p. 3) - Suggested rules and regulations for participating libraries
RI:M4, (p. 4) - Suggested internal regulations
SD:M, Appendix I - Senate bill 246
SD:M, Appendix II - Legal structure for deposit and distribution of state documents (From Casey)

CA:F - Assembly bill no. 3539, California Legislature, 1975-76 session. Amended in Assembly May 19, 1976, amended in Assembly May 10, 1976. 3 p.

CO:F - Proposed Colorado law. Received 1973. 2 p.

CT:F - Public Act no. 77-561: An act concerning a permanent depository for state publications. (Substitute Senate Bill No. 199) 1977. 2 p.

ID:F - Senate Bill No. 1334 by State Affairs Committee. 1972. 1 p.

IL:F - Rules and regulations for deposit of publications. October 4, 1972. 7 p.

IN:F - Engrossed House Bill No. 1368. 1973. 5 p.

IN:F1 - House Enrolled Act No. 1368, First regular session, 98th General Assembly, 1973. 3 p.

IN:F2 - Proposed Rule III, Regulations for Indiana document depository libraries. 1974. 2 p.

IN:F3 - Rule III, Regulations for Indiana document depository libraries, effective November 4, 1974. 3 p.

IA:F - Iowa state publications: a cost report. Supplement to proposed legislation for state depository libraries. Accompanied by transmittal note dated August 12, 1974. 15 p.

IA:F1 - (Packet as supplied to the Iowa Library Association and Legislative Committee, accompanied by transmittal note dated September 27, 1974) 12 pieces. Contents: (1) Transmittal note describing proposed steps to achieve passage of legislation. 1 p. (2) Proposed resolution from State Documents Distribution Committee Center for presentation at ILA Conference. 1 p. (3) A bill for an Act to establish a depository library center and to proscribe powers and duties. 4 p. (4) Rationale for a

state document depository system. 5 p. (5) Estimated cost increases for agencies resulting from proposed depository legislation. 1 p. (6) Budget request; supplement to depository legislation. 1 p. (7) Excerpt from statutes, chapter 16, Superintendent of Printing. 3 p. (8) Excerpt from Administrative rules and regulations, section 17:33. 1 p. (9) Location of 45 state depositories. Map. (10) Iowa documents as reference tools: sample core collection. 3 p. (11) Minimum standards for state servicing of state documents, adopted by GODORT, RTSD, ASLA, to be presented to ALA Council Midwinter 1975. 1 p. (12) Preliminary survey proposed state documents depository system, with tabulated responses written in. 2 p.

KS:F - Senate Bill no. 996, session of 1976. 2 p.

KS:F1 - Senate Bill No. 996, session of 1976, (as amended by House Committee of the Whole), with handwritten notes. 3 p.

KY:F - Rules and regulations, State Archives and Records Commission. Received 1973. 5 p.

KY:F1 - Kentucky statutes and rules and regulations pertaining to Archives and Records Service. Received 1976. 25 p.

LA:F - Depositories for public documents; R.S. 1950, Title 25, §§121-124. Received 1973. 1 p.

LA:F1 - (Materials issued in connection with proposal for revision of the law). Received 1976. 6 pieces. Contents: (1) Tabulation of replies from libraries on proposed law. 1 p. (2) Proposal for a revision of the Louisiana documents distribution law, Louisiana Library Association Documents Committee, revised 1976. 4 p. (3) Louisiana documents distribution law: decision for revision. Folder. (4) A resolution of the Louisiana Library Association. 1 p. (5) Basic state publications: proposed list. 2 p. (6) Suggested regulations of the Recorder of state publications.. 3 p.

MN:F - To: All department heads; Subject: Publications sent to legislators (accompanied by) An act, H. F. 3571, chapter 456, 1974 session. 3 p.

MN:F1 - Bill for an act relating to facilitating the production and availability of state publications .... (accompanied by handwritten comment). Received 1976. 9 p.

MN:F2 - An act, 1976 session laws, H. F. No. 369, chapter no. 30. 1 p.

MN:F3 - An act, H. F. No. 369, chapter no. 30, with signatures and approval March 5, 1976. 3 p.

MO:F - House Bill no. 1172, second regular session, 78th General

MO:F1 - Excerpt from H. B. 1021, sections 2-6 (final bill as it was enacted into law). 1977. 1 p.

MO:F2 - Title 6-Department of Higher Education, Division 20-State Library, Chapter 2-State publications depository library system; proposed rules. Received 1977. 2 p.

MO:F3 - State documents resolution, approved by Missouri Library Association membership, September 20, 1974. 1 p.

MO:F4 - Missouri documents to the people, by Meryl Atterberry. October 1975. 2 p.

MO:F5 - Information to the people; the better way; House Bill 1172. Folder.

MT:F - Revised Codes of Montana, §§44-132 to 44-139. From Library Laws of Montana, pp. 3-5. 3 p.

MT:F1 - Rules and regulations. Received 1976. 1 p.

NE:F - Nebraska Publications Clearinghouse; a proposal by the Nebraska Public Library Commission; exhibits (1) fact sheet, (2) proposed legislation, (3) budget request. 1972. 10 p.

NE:F1 - Legislative bill 1284, eighty-second Legislature, second session, final reading. 1972. 27 p.

NE:F2 - Legislative bill 1284A, final reading, eighty-second Legislature, second session. 1972. 2 p.

NV:F - Rules and regulations for state publications distribution center, adopted January 10, 1972, effective March 1, 1972. 3 p.

NH:F - H. B. 297, Chapter 202-B. 1973. 2 p.

NJ:F - Chapter 162, laws of 1967 (Senate Bill no. 340, approved July 25, 1967). An act concerning State publications, and amending sections 52:14-25.1 and 52:14-52.2 of the Revised Statutes. 1968. 1 p.

NJ:F1 - Assembly, No. 405, pre-filed for introduction in the 1976 session, an act concerning State publications and amending R. S. 52:14-20 and R. S. 52:14-25.1. 2 p.

NJ:F2 - New Jersey documents depositories; rules and regulations, December 1967. 2 p.

NM:F - Laws of 1967, chapter 275, Senate Bill No. 277, approved April 4, 1967; an act providing for the filing of rules, regulations, orders and other publications of state agencies... 6 p.

NM:F1 - Laws of 1969, chapter 92, House bill no. 249, approved March 27, 1969; an act relating to the filing of rules, regulations, orders and other publications of state agencies... 4 p.

NM:F2 - To: State agencies, boards, commissions, universities, schools and institutions; Subject: The State Rules Act. October 21, 1975. 2 p.

NM:F3 - SCR Rule 74-1, State rules format and style. April 8, 1974. 2 p.

NM:F4 - SRC Rule 72-1, Style and format for official reports. March 15, 1972. 1 p.

NM:F5 - Rule no. 70-1, Manuals of procedure, style and format. April 1, 1970. 8 p.

NM:F6 - (Packet on proposed legislation) November 1977. 3 items. Contents: (1) Letter from Ingrid Vollnhofer, New Mexico Library Association, Documents Committee, asking support for bill. November 1977. 1 p. (2) Fact sheet, New Mexico documents. 2 p. (3) House Bill 327, 33rd Legislature, first session 1977, with committee report. 2 p.

NM:F7 - House Bill 327, 33rd Legislature, first session, 1977. 4 p. Attached: Committee report, including roll call vote. 1 p. (Same as item 3 in MN:F6, but includes roll call vote in addition).

NM:F8 - Threat to New Mexico state depository program defeated (by) Sandra K. Faull. April 1979. 1 p. Attached: House Bill 473, 34th Legislature, first session 1979, an act relating to the public policy on publications. 3 p.; Committee report. 1 p.; Senate floor amendment. 1 p.

NM:F9 - SL Rule 79-1, State documents depository clearinghouse. February 1, 1979. 4 p.

NC:F - A bill to establish a public documents study commission. Received 1977. 1 p.

NC:F1 - House resolution 1434, General Assembly of North Carolina, session 1977. 1 p.

NC:F2 - Attorney General opinion requested by James H. Thompson, University of North Carolina at Greensboro. Octoberll, 1972. 2 p. (The distribution statute, G.S. 147-50, is set out verbatim).

ND:F - North Dakota Century Code 54-24-09. From preface to "Publications of North Dakota State Documents." 1972. 1 p.

OK:F - First draft of new legislation, developed by Betty J. Brown. 1977. 2 p.

OK:F1 - Enrolled House bill No. 1714, 1978; an act relating to public libraries...13 p.

OK:F2 - State publications, S.C. Res. no. 18, 1971. 1 p.

OK:F3 - Reports, publications, expenses, S.J. Res. No. 20, 1974. 2 p.

OK:F4 - Industrial Court, handbooks, sale. Opinions of the Attorney General, No. 69-180, May 9, 1969. 1 p.

OK:F5 - Rules and regulations, Oklahoma Publications Clearinghouse. October 1978, reprinted January 1979. 14 p.

OK:F6 - Libraries, publications clearinghouse, state publications. Chapter 165, H. B. No. 1714, second regular session, 1978. 8 p.

OR:F - Chapter 86, an act to provide for the binding and distribution of public documents. General laws of Oregon, 1907. p. 150-152. 2 p.

PA:F - No. 150 (HB 154), an act amending the act of June 14, 1961 (PL 324), entitled "An act relating to the establishment, operation and maintenance of the State Library and public libraries in the Commonwealth..." 1971. 2 p.

PA:F1 - Part VI, regulations of the State Librarian for the designation of libraries as state document depositories. From Pennsylvania Bulletin v. 2, no. 18, April 22, 1972, p. 726-727. 3 p.

SC:F - Proposed state documents depository legislation. Received 1976. 3 p.

SC:F1 - S. 2-203 (1972)...to provide certain definitions relating to the South Carolina State Library. 3 p.

SC:F2 - State documents depository legislation. December 1975. 2 p. (Compiled for legislative committee hearing).

SD:F - Chapter 24:30:06, Documents depository library system. From 1974 Administrative Rules of South Dakota, 1976 Cumulative Supplement. 4 p.

TX:F - Collection and distribution of Texas state documents, Texas Revised Civil Statutes, 1925. Received 1978. 1 p.

TX:Fl - H. B. 480, An act relating to apportionment of funds by the State Library System; to the deposit of state publications in the state depository libraries; and to the distribution of state agency publications. Received 1979. 2 p.

UT:F - State Library Commission, powers and duties, 37-4-4. Received 1973. 1 p.

VA:F - Proposed recommendations for a state depository system. Received 1978. 1 p.

WA:F - Chapter 304-16, Documents depository library system. From Washington Administrative Code, Supp. No. 3. 1969. 3 p.

WI:F - Chapter 000, Public document distribution and sales, analysis of proposal. Received 1977. 5 p.

WI:Fl - An Act to amend and revise Wisconsin statutes relating to the procurement, sales, distribution, retention, and disposition of public documents. Received 1977. 13 p.

G. MAILING LISTS

This category includes mailing lists for the state checklist and for depository libraries. Lists of depository libraries are included here whether or not the library addresses are given. Also included are maps locating the depository libraries in the state.

Cross-references. Several different kinds of publications include lists of depository libraries - manuals, special reports, and brochures. If a map locating the depository libraries is provided, that is noted. Louisiana has a chronological list, and Rhode Island, lists of proposed depositories. Rhode Island also has a suggested list of contact persons. The cross-references, alphabetically by state, are:

CA:H, Appendix H - Complete depositories
CA:H, Appendix I - Selective depositories
CA:I, Exhibit M - Depository libraries
HA:I, pp. 1-2 - List of depositories
LA:H, pp. 3-4 - List of depository libraries
LA:M, pp. 1-4 - List of depositories and map
LA:M, p. 7 - Chronological list of depositories
MO:H, pp. 4-6 - List of depositories and location map
NM:H, pp. 6-7 - Depository libraries and map
NM:H1, p. 7 - List of depository libraries and map
OH:H, pp. 5-7 - List of depositories and map
OH:J1, - List of depository libraries
RI:M1, Appendix - Proposed depository libraries
RI:M3, item 2 - Suggested depository libraries
RI:M4, (p. 5) - Suggested depository libraries
RI:M4, (p. 6) - Sample publications representative list
TX:J1 - List of depositories and map
TX:M1, p. 38 - Libraries collecting documents from states other than Texas
TX:M2, p. 21 - List of depositories, and map
TX:M2, pp. 45-53 - Texas depository libraries and other lists, including out-of-state selecting libraries
WI:H, pp. 7-8 - List of depositories and map
WI:H, p. 10 - Committee membership
WI:J - List of regional depositories

AZ:G - Libraries currently receiving quarterly checklist. Received 1973. 1 p.

CA:G - Depository libraries. From California State Publications, 1972, pp. iii-vi. 4 p.

FL:G - State of Florida, depository libraries. Received 1973. 1 p.

IL:G - Addresses of libraries to which the Illinois State Library regularly sends all Illinois publicaitons deposited with its documents branch as of November, 1971. 2 p.

IL:G1 - Addressees of libraries to which the Illinois State Library regularly sends all Illinois publications deposited with its documents/serials branch. This list is current as of January, 1973. 2 p.

MN:G - Depository box list. Received 1974. 1 p.

MT:G - List of depository libraries for Montana state documents. Received 1976. 1 p.

MT:G1 - Mailing list for the annual list documents received at the Montana State Library. Received 1976. 16 p.

NJ:G - Depository libraries for New Jersey documents as of January 1, 1976. 2 p.

NM:G - New Mexico state documents depository libraries as of February 1, 1979 and New Mexico federal documents depository libraries. 2 p.

NM:G1 - New Mexico federal documents depository libraries and New Mexico state documents depository libraries as of October 1, 1980. 2 p.

NM:G2 - New Mexico depository library members 1979-80. 1 p.

NM:G3 - New Mexico depository library council members 1980-81. 1 p.

OR:G - (Mailing lists) Oregon state agencies, Oregon mailing except state agencies, out-of-state mailing and foreign mailing. Received 1973. 16 p.

PA:G - Pennsylvania documents expediting service, depository list. Received 1974. 3 p.

SD:G - List of depository libraries for South Dakota state publications. December 2, 1976. 1 p.

UT:G - Depository libraries. Received 1976. 1 p.

VT:G - Mailing list. Received 1974. 1 p.

WI:G - Wisconsin depository libraries. September 1973. 1 p.

H. MANUALS

The more substantial procedural guides are listed here; usually they are ten pages or more. These are more comprehensive than the procedural guidelines in Topic I, and usually attempt to cover all aspects of state document handling. Some manuals are directed toward state agencies and some, toward depository libraries.

Classification schemes, the New Jersey popular name table, and state agency name lists, being library tools somewhat like manuals, are listed here.

Cross-references:

CA:H, Appendix F - Classification scheme
NV:H, pp. 11-15 - Summary of Swank classification

CA:H - California state publications: manual for acquisition, processing, use. Second ed. rev. by California State Library distributed by Department of Finance, Organization and Cost Control Division. Various pagings.

HI:H - To: Director, Hawaii State Library; Director Public Libraries Branch; Director, School Library Services; Subject: Publications Distribution Center, July 23, 1969. 14 p.

LA:H - Distribution of documents to depositories, by Documents Committee, Louisiana Library Association. June 1972. 48 p.

ME:H - Maine documents. Received 1974. 8 p.

MS:H - State depository for public documents; handbook for state agencies and depository libraries, prepared by Gerald Buchanan. January 1978. 13 p.

MO:H - State agency handbook, prepared by Meryl Atterberry, September 1977. 26 p.

MO:H1 - Letter from Meryl Atterberry on Class Number Assignments. November 1, 1977. 1 p.

MO:H2 - Missouri government publications; class number assignments for serials and other revised titles, September 1, 1977. 23, 8 p.

MO:H3 - Missouri government publications; class number assignments for serials and other revised titles, update #1, November 1, 1977. 1 p.

NE:H - Guide to Nebraska state agencies. January 1976. 24 p. (K4200H001-1976) (A supplement to the Nebraska State Publications Checklist).

NV:H - Nevada state publication depository system; manual for acquisition, processing, use, compiled by Documents Section, Nevada State Library, May 1969. iii, 63 p.

NJ:H - Popular names index to New Jersey state documents, compiled by the New Jersey Reference Section. September 1977, 7 p.

NM:H - Depository library manual, prepared by Sandra K. Faull. March 1979. Various paging.

NM:H1 - State agency manual, prepared by Sandra K. Faull. February 1979. Various paging.

NM:H2 - The New Mexico state documents classification system, by Documents staff, New Mexico State Library. 1978. 29 p.

OH:H - Information about the Ohio documents depository system, by Clyde Hordusky. September 1975. 7 p.

OH:H1 - Proposed depository plan for the distribution of publications of the State of Ohio in accordance with Am. H.B. 27, 102nd General Assembly, Sec. 149.11 Re.. Code of Ohio. August 1959. 3 p.

OK:H - Official headings for Oklahoma state publications, by Irma Tomberlin. December 1977. 24 p.

TX:H - Texas state documents: a primer for librarians, by Brenda F. Shelton Olds. November 2, 1975. 12 p. (Reference series number 6).

TX:H1 - Texas state documents classification and almost compleat list of Texas state agencies from statehood to the present, by Brenda F. Shelton Olds. March 1976. 108 p., appendices.

VT:H - Library guide to law and documents unit. 1972. 6 p.

WI:H - Manual for Wisconsin document depositories. Guidelines for standards and procedures of the Wisconsin document depository program. January 1975. 10 p.

I. PROCEDURAL GUIDELINES

These are the short, often one page, statements on rules to be followed, guidelines to be observed and other matters that are customarily included in manuals and handbooks. The user is referred to Topic H, Manuals, and to Topic F, which includes formal rules and regulations.

Printing guidelines (Wisconsin, for example) are included here. Studies of printing and requisition procedures (California) are under Topic M (Studies, etc.).

Cross-references:

CA:H, Appendix C - Standards for depositories
CA:H, Appendix E - Disposal policies
CA:I, Exhibit (C) - State administrative manual, publications and documents, and proposed changes
IL:H, p. (3) - Inspection
IL:H, p. (3) - Termination
IL:H, p. (7) - Retention and disposal of documents
LA:H, pp. 15-18 - Acquisitions routines and sample check-in records
LA:H, pp. 23-25 - Classification
LA:H, p. 26 - Weeding
ME:H, pp. 2-8 - Cataloging samples
MS:H, pp. 7-8 - Standards for depository libraries
MO:H, pp. 26 - Standards for depository libraries
NV:H, pp. 21-35 - Sholflist/check-in samples
NV:H, p. 36 - Weeding
NV:H, p. 60 - Performance standards for depository libraries
NV:H, pp. 60-61 - Standards for depository location
NV:H, pp. 61-62 - Disposal policies
WI:H, pp. 4-6 - Guidelines for operations
WI:H, p. 9 - Responsibilities of Advisory Committee

AZ:I - Procedure for obtaining Arizona state publications. Received 1973. 2 p.

AZ:I1 - State agencies NOT REQUIRED to submit annual reports. Received 1973. 1 p.

AZ:I2 - Library, Archives and Public Records Division proposes the following services to other libraries...April 30, 1974. 1 p.

CA:I - Disposal policies. From California State Publications, 1972, pp. xiii-xiv.

CT:I - A definition of "state government publication". Received 1979. 1 p.

CT:I1 - Criteria for selection of depository libraries. Received 1979. 1 p.

CT:I2 - Retention and disposal of documents. Received 1979. 1 p.

FL:I - Guidelines for designation of libraries as depositories of state publications. Received 1973. 1 p.

FL:I1 - Florida public documents depository program. Received 1973. 1 p. (A five paragraph narrative about the program).

FL:I2 - Instructions for weeding state documents depository collections. Received 1973. 1 p.

FL:I3 - To: All agencies; Re: The definition of public documents, February 20, 1968. 1 p.

FL:I4 - To: All Depository libraries; Re: Maintenance and disposition of documents, February 20, 1968. 1 p.

IL:I - Instructions to depository libraries for Illinois state documents. Issued August 1972 and revised February 1974. 3 p.

MT:I - Standards. Received 1976. 1 p.

MT:I1 - Policy statement: distribution of state documents to depository libraries adopted April 7, 1972. From: Montana State Library Commission By-laws and Policy Statements. 2 p.

NE:I - Classification number analysis. 1977. 2 p.

NM:I - Series classification. April 1979. 1 p.

NM:I1 - Subject divisions. April 1979. 2 p.

NY:I - Plan for depositories of New York state publications. Received 1974. 1 p.

TX:I - Texas state documents in depository libraries. Received 1973. 1 p.

TX:I1 - Texas state documents cataloging supplement, January 1979, number 79-1. 9 p. (Attached: Cover letter, attention Texas depository librarians. 1 p.).

WI:I - Implementation of S.35.29(3). April 15, 1972. 8 p.

J. PROMOTIONAL MATERIALS

These are publicity materials, mostly folders.

Cross-references: A list of publicity ideas is found in the Mississippi workshop materials, MS:MI, item 4.

AR:J - It's the law. April 1972. Folder.

CA:J - Services to libraries; interlibrary loan, reference, consultant. Government Publications Section, California State Library. Received 1973. Folder.

CT:J - Legislative reference services. 1973. Folder.

IN:J - Deposit your documents with the Indiana State Library and...watch interest grow! Received 1976. Folder.

LA:J - The case of the missing documents. Received 1973. Folder.

LA:J1 - There's no end of valuable information available through the state documents in Louisiana depository libraries. Received 1973. Folder.

LA:J2 - Important service is provided by state documents depositories, by Rex Laney. Received 1973. 2 p.

MN:J - Memorandum to accompany distribution of catalog of publications by the Documents Section. July 1973. 2 p.

MS:J - There's no end of valuable information available through the state documents in Mississippi's depository libraries. Received 1974. Folder.

NE:J - Nebraska Publications Clearinghouse. (Message to state agencies re depository requirements) 1972. Folder.

NE:J1 - Your right to know. (Message to libraries re purpose of Clearinghouse) 1972. Folder.

NE:J2 - What's up, doc? How to obtain a document from the Nebraska Publications Clearinghouse. Received 1973. Folder.

NE:J3 - Want to find out about a good deal? Received 1976. Large folder. (L4200T004-74).

NV:J - Three, four, one. 1971. Folder.

NM:J - Form letter transmitting poster, "Ode to government publications." March 9, 1979. 1 p.

NM:J1 - Ode to government publications, by James Johnstone. 1979. 1 poster.

NM:J2 - Ode to government publications (librarian's version), by James Johnstone. 1979. 1 p.

OH:J - It's the law. Received 1973. Folder.

OH:J1 - Looking for information. Received 1976. Folder.

PA:J - Act 150 is the law. Received 1974. Folder.

TX:J - State documents program serves agencies and libraries. Received 1973. 4 p.

TX:J1 - Texas documents. Received 1976. Folder.

WI:J - Do you know what your government is doing? Received 1975. Folder.

K. SELECTION LISTS

This topic includes lists from which partial depositories select, prior to publication, what they need. These lists are analogous to the "item cards" used by the Superintendent of Documents for the federal depository program.

Also included are basic or core lists used in those states that require, or in some cases, permit, the selection of a minimum but well-rounded group of titles. For those states that permit post-publication selection, lists of publications prepared for that purpose are included here, as is a printer's price list (Iowa).

Cross-references:

CA:H, Appendix D - Basic list
IA:M2, item 8 - Sample core collection
LA:F1, item 5 - Basic state publications
LA:H, pp. 8-10 - Selection list
LA:H, pp. a-6 to a-15 - Selection list, includes number of copies required for statewide distribution
MO:H, pp. 8-11 - Core documents
MO:H, pp. 12-16 - Agency list; number of copies required
NM:H, after p. 19 - Basic list
OH:H1, pp. 2-3 - Selection list

AZ:K - Selection list; consignment #207. May 1, 1972. 1 p.

CT:K - List of items of Connecticut state publications available for selection by depository libraries. Received 1979. 5 p.

GA:K - Exchange selection list, October-December 1976. 2 p.

IA:K - Notice of legal publications and price list now available. Received 1973. 1 p.

LA:K - Selection list. June 1971. 3 p.

MO:K - Depository selections. Received 1978. 1 p.

NE:K - What's up, doc? A list of new publications received by the Nebraska Publications Clearinghouse, v. 4, no. 9, May 1977. 11 p.

NE:K1 - What's up, doc? A list of new federal and Nebraska state publications available on loan from the Nebraska Publications Clearinghouse, v. 6, no. 8, April 1979. 13 p.

NM:K - Form letter to accompany first issue of New Mexico Selected List. February 21, 1979. 1 p.

NY:K - Depository plan for New York state documents, application form and selection list. Received 1974. 2 p.

L. SHIPPING LISTS

Included are those lists actually called shipping lists and those that are issued weekly or monthly and presumably do not have wide out-of-state circulation. In general, the checklists on the list prepared at the Council of State Governments (Prelim. 8) are not included.

Cross-reference

RI:M4, pp. (8-9) - Publications currently being distributed.

CT:L - Connecticut state documents shipping list, February 13, 1979, number 8, page 3. 1 p.

MT:L - Weekly list of Montana state publications received by Montana State Library. Shipment #80. April 19, 1973. 3 p.

MT:L1 - Weekly list of Montana publications received by Montana State Library, Shipment #239, May 27, 1976. 2 p.

MT:L2 - List of out-of-state and Montana related private and federal publications received by Montana State Library, Shipment #239-Supplement, May 27, 1976. 2 p.

NV:L - Monthly depository shipping list, shipping list no. 58, April 9, 1973. 2 p.

NM:L - Monthly depository shipping list. Shipping list no. 1, January 29, 1979. 3 p.

NM:L1 - Monthly depository shipping list. Shipping list no. 7, August 5, 1979 and supplement. 6 p. (Includes several notes to depository libraries).

OH:L - Ohio documents received in the month of June 1974. 5 p.

OK:L - Oklahoma state government documents, shipping list no. 73-9. 8 p. Addressed to Exchange and Gift Division, Library of Congress.

OK:L1 - Oklahoma state government documents sent to OKL Archives Division, shipping list no. 73-12. 14 p.

PA:L - Notes on the June 1974 mailing (Cover letter for Checklist). 1 p.

TX:L - Texas state documents, depository shipping list, February 1979. 3 p.

TX:L1 - Texas state documents periodicals shipping list, April 1979. 1 p.

UT:L - Weekly depository shipping list, shipping list number 56, April 24, 1973. 1 p.

UT:L1 - Weekly depository shipping list, shipping list 200, June 22, 1976. 1 p.

M. STUDIES, SURVEYS AND WORKSHOPS

The publications listed here are, for the most part, not prepared by the state distribution center but by various committees or individuals. The publications are analyses of documents distribution programs, rather the tools for administering these programs. An exception to this generalization is the group of materials on the New Mexico workshops, which are an integral part of the New Mexico depository program.

Cross-references. Items in manuals and other publications that would have been classified here had they been issued separately are:

CA:H, Appendix G - Binding, covers, and pamphlet boxes; description, sources, and use.
LA:F1, item 1 - Tabulation of replies by libraries on proposed law
MS:H, pp. 1-2 - Purpose and philosophy of law
MS:H, p. 10 - KWIC index
NV:H, pp. 62-65 - Binding, binders, boxes, shelving and sources
NM:H, after p. 19 - Government reorganization chart

The preliminary materials include several studies and questionnaires dealing with all the states. Ron Haselhuhn's survey of the laws has been mentioned under Topic F. Prelim. 5 and Prelim. 6, a questionnaire and its tabulation, are the background for the ALA GODORT guideline, "State servicing of state documents." Prelim. 7 is the study made in Iowa on depository programs as part of the background for new legislation there.

There are three regional items that also fall into this category. They are listed just before the beginning of the state section following the preliminary materials: (1) three pages on a New England workshop; (2) two pages of guidelines from the Mountain Plains Library Association; and (3) the 46 page booklet, The State of State Documents, from the Southwestern and Mountain Plains Library Associations.

AZ:M - State documents; recommendations. Received 1973. 3 p.

AZ:M1 - Government publications, awareness is the key: Proceedings of a workshop. Flagstaff, Arizona, July 7-8, 1972. Editor, Jane A. Julien. 15 p.

CA:M - Library Distribution Act: Procedures and definitions (MP-698) Department of General Services. 1973. 11 p., exhibits.

CA:M1 - Letter from Linda Kennedy, University of California, Davis, transmitting report, "The crisis...", May 14, 1974. 1 p.

CA:M2 - The crisis in the California state documents distribution system, by Linda Kennedy and Rosita Lo Russo. Received 1974. 13 p.

CA:M3 - California legislative publications, charts. 3rd ed. rev. by Richard H. Nicoles and Mary E. Schell. 1976. 24 p. (GPS publication 3).

IL:M - A profile of Illinois libraries collecting state documents, based on an informational questionnaire for the Illinois State Documents Workshop, January 20-21, 1972, compiled by Marian Carroll. 9 p.

IL:M1 - Illinois State Library and Illinois Library Association, Workshop on State Documents, January 20-21, 1972. 4 p.

IA:M - Best solution maps and summary table of study locating Iowa depositories, accompanied by transmittal note dated June 26, 1974. 4 p.

KY:M - Recommendations of the Records Management Advisory Committee to the State Archives and Records Commission. 1973. 1 p.

LA:M - Documents in Louisiana: people, places, publications, compiled by Documents Committee, Louisiana Library Association. 1975. iv, 72 p.

MI:M - A workshop of state documents, May 29, 1975. 2 p.

MS:M - Mississippi government publications; a survey of depositories, by Willie Dee Gharst. From Mississippi Library News, March 1974, p. 16-17. 2 p.

MS:M1 - (Workshop materials; accompanied by transmittal letter, November 16, 1977) 4 pieces. Contents: (1) Transmittal letter from Mary Chrestman, University of Mississippi, reporting on the workshop, dated November 16, 1977. 1 p. (2) Documents for libraries; a workshop on government publications of the United States of America and the State of Mississippi, October 28, 1977. 2 p. (3) Mississippi county data bank. June 1977. 2 p. (4) Suggestions for promoting greater user awareness of Mississippi documents. April 1978. 2 p.

MS:M2 - (Packet on organization of Mississippi GODORT.) 1978. 4 pieces. Contents: (1) Letter from Mary Chrestman, outlining steps to take in creating a Mississippi GODORT. 1 p. (2) Blank form for nominating GODORT officers. 1978. 1 p. (3) "New

round table organized; MLA Board approves GODORT." From Mississippi Library News, March 1978, p. 41. 1 p. (4) "GODORT elects Officers," "GODORT meets in Birmingham." From Mississippi Library News, June 1978, p. 91. 1 p.

MS:M3 - "Computer/microfiche system for state documents," by Calvin S. Carson and Dennis E. Read. From Mississippi Library News, September 1977, p. 131-132. 2 p.

NJ:M - New Jersey documents workshop. September 17, 1975. 2 p.

NM:M - New Mexico state documents depository system workshops (announcement and registration form) 1978. 2 p.

NM:M1 - (New Mexico state documents depository system workshop handouts) 1978. 5 pieces. Contents: (1) Agenda. 1 p. (2) Some very useful New Mexico state publications. 2 p. (3) "Selected list of popular federal and New Mexico government publications" request form. 1 p. (4) "Checklist of New Mexico state publications" request form. 1 p. (5) The New Mexico state documents clearinghouse will provide the following services: 1 p.

NM:M2 - (New Mexico state documents training workshop handouts) April 30, 1979. 5 pieces. Contents: (1)Workshop agenda. 1 p. (2) New Mexico state documents reference material sent to depository libraries, compiled by Sandra K. Faull, Tina Rivera, Ingrid Vollnhofer. 3 p. (3) Questions to state documents reference tools. 2 p. (4) New Mexico Depository Library Council, agenda. 1 p. (5) Proposed purpose for New Mexico Depository Library Council. 1 p.

NM:M3 - Summary of New Mexico state documents training workshop. April 30, 1979. 1 p.

NM:M4 - Certificate for completion of basic training in state documents on April 30, 1979. 1 p.

NM:M5 - Annual report of the Government Documents Department, July 1, 1978 - June 30, 1979. August 1979. 8 p.

NM:M6 - Select bibliography on Indians in the New Mexico state documents collection of the New Mexico State Library, prepared by Sandra K. Faull. September 1979. 7 p.

NY:M - Survey of state and local documents. Received 1974. 5 p.

NY:M1 - Summary and abstract of responses to New York state documents questionnaire. Received 1974. 2 p.

NY:M2 - First report, February 24, 1977, New York State, State Library Advisory Committee on New York State Publications. 10 p.

NY:M3 - Second report, July 12, 1977, New York State, State Library Advisory Committee on New York State Publications. 9 p.

NC:M - Questionnaire from Ad Hoc Committee on State Documents. Received 1974. 4 p.

NC:M1 - Results of questionnaire on state documents depository system reported. From The Docket; the newsletter of the documents librarians of North Carolina, issue no. 4, fall 1975. 1 p.

NC:M2 - Workshop materials for State and Local Documents Workshop, September 9-11, 1964. 4 pieces. Contents: (1) Memorandum for attendees. August 28, 1964. 1 p. (2) General references and bibliographies on state and local documents. 2 p. (3) Schedule and registration blank. 1 p. (4) Agenda. 1 p.

ND:M - State document depository system questionnaire, with summary of responses. Received 1973. 2 p.

OK:M - State documents collections in Oklahoma, by Irma R. Tomberlin for Amigos Bibliographic Council. November 1977. 14 p., appendix.

OK:M1 - Statutory chronology. (1978) 5 p.

OK:M2 - (Response to) Illinois State Library questionnaire, "State servicing of state documents." 1973. 9 p.

OK:M3 - (Response to) Nebraska Public Library Commission questionnnaire, "Treatment of state publications". October 6, 1970. 2 p.

OK:M4 - To: Heads of all agencies, boards, and commissions; Re: State public information inventory. June 21, 1977. 19 p.

OR:M - A report on the present conditions of state publications and recommendations for improvement and control; a report for the Legislative Administration Committee. Research and narrative by Ross R. Klutke. 1971. 35 p.

PA:M - A handbook on Pennsylvania state government publications. Workshop edition. Compiled by Judith Weinraub. October 1973. 27 p.

RI:M - History and development of the state documents distribution system of the Rhode Island State Library, by Edmond O'Brien and Florence Bundesen. July 24, 1976. 8 p. Attached: form letters, legislation. 10 p.

RI:M1 - Report to the Ad Hoc Committee to study the Documents Depository and Distribution System for Rhode Island Libraries, by Roger H. McDonough. October 19, 1974. 12 p., appendix.

RI:M2 - Rhode Island records and the Rhode Island documents depository system: study and recommendations. A study undertaken by the State Documents Project Committee for the Consortium of Rhode Island Academic and Research Libraries. 1975. 11 p.

RI:M3 - Letter from Anne Shaw, Department of State Library Services, re Consortium of Rhode Island Academic and Research Libraries State Documents Project proposals with (1) suggested regulations for the Rhode Island Documents Distribution Center, (2) suggested libraries for inclusion into the depository system, (3) suggested rules and regulations for participating libraries. July 29, 1978. 5 p.

RI:M4 - Rhode Island documents distribution center, recommendations. Received 1976. 9 p.

SD:M - Report of the Interim Public Documents Study Commission to the 48th session of the South Dakota Legislative Assembly. 1972. 29 p.

SD:M1 - Guidelines for printing and publishing South Dakota public documents. 1972. 31 p., appendix.

TX:M - Texas state documents: Survey results. From Texas Library Journal, October 1974, p. 185-91. 7 p.

TX:M1 - Texas state documents depository survey, 1977: findings and results. 1978. 46 p.

TX:M2 - Texas state documents: the development of a program. 1977. 61 p.

TX:M3 - 2nd Annual Government Documents Conference, November 2-4, 1978, Austin, Texas. Folder.

TX:M4 - Directory of data base resources in Texas state government. 1978. 143 p.

UT:M - Making the most of government publications, March 31, 1976. 1 p. (Utah GODORT Workshop agenda).

WA:M - Survey of state public information activities, preliminary report. Legislative Budget Committee, July 12, 1976. 41 p.

WA:M1 - Documents and Serials Roundtables, June 15-16, 1977, Central Washington State College. 2 p.

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